

High School Executive Assistant Position

We are looking for a reliable Executive Assistant for our Secondary Office. The Executive Assistant will be reporting directly to our Vice Principal and assisting in various duties including:

- Organizing student data for scheduling purposes
- Preparing 3-year plan for students entering high school and manage the portfolio for each student
- Managing and supervising entrance exams for Junior and High School students
- Managing the student assessment database and course registration
- Organizing University/College visits and orientations
- Assisting Grade 12 students with university applications
- Organizing High School events (such as Orientation, Scholarship Workshops, and Open House)
- Managing Junior and High School communications
- Assisting in the administration of diploma exams
- Assisting in planning the Grade 12 Graduation Ceremony
- Manage the EIA alumni database

Requirements:

- Proven experience as an Executive Assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- College Diploma and/or University degree; additional qualification as an Executive assistant will be a plus

We offer a Competitive Salary, Health Benefit and Pension Plan.

If you have previous experience and familiarity within our industry, we'd like to meet you. To apply, please email your resume and cover letter to: hr@islamicacademy.ca

This position is open to all qualified applicants but only those shortlisted will be contacted for an interview. Thank you for your interest in employment with Edmonton Islamic Academy.