

Job Title: Admin Assistant

Job description:

We are seeking an enthusiastic and dedicated individual to join our team as an Administrative Assistant at the Islamic Center of Markham. As an admin assistant, you will be responsible for helping with day-to-day administrative work. Your role will involve checking and responding to emails, following up with vendors, coordinating with caretaking staff, supporting admin and more!

Key responsibilities

- Act as a front desk Concierge, customer service representative for ICM Office
- Check the Outreach Email daily, respond to emails and redirect inquiries as necessary.
- Check the Info Email daily; respond to emails as necessary.
- Followed up with vendors to ensure work was being carried out as required, collected invoices, sent for approval, and once approved printed out and passed along to the Finance office.
- Perform daily walk-through of the building to ensure everything is in order.
- Collect deliveries, as well as send out mail (letters CA Post) as required.
- Keep notice boards up to date, removing old flyers and printing and posting new ones.
- Communicating with potential Jum 'a vendors.
- Coordinate the line collection on the ladies side.
- Keep google calendar up to date with upcoming events, fundraisers, and donation collection etc.
- Manage caretakers, schedules and assign tasks as they arise.
- Check the voicemail daily; return calls and direct queries to the necessary departments.
- Check CA post mail: send bills for approval and then print out and pass along to the Finance office.
- Sign off on cheques and prepare them to be mailed out.
- Organize and maintain office files.
- Handle all Facility Booking Requests and schedule Events; meet with parties booking and go over forms, agreements and ensure all events go smoothly.
- Schedule caretakers for events and ensure all event prep is completed.
- Manage clean up after events; check for any damage to equipment/MDI property and send facility booking invoices accordingly.
- Complete any tasks required for internal events.
- Ensure payments are made and necessary documentation is collected, forms are completed.
- Ensure payment information is passed along to Finance office.
- Forward all Sports queries to representatives accordingly. Both email and phone inquiries.

- Fitness gym membership, get form signed + FOB issued + inform Finance.
- Collect payments (cheques) and pass them along to the Finance office for processing.
- Organize and facilitate programs with program lead(s).
- Answer all Zakat inquiries and help individuals complete their form + additional documents before sending them to management.

Qualifications

- Good technology skills
- Strong communication and interpersonal skills
- Ability to collaborate effectively with other staff members.
- Patience, empathy, and a positive attitude
- Respectful of Islamic values and able to uphold the center's guidelines.
- Responsible, reliable, and able to handle various situations with maturity.

Education and Experience:

- High school diploma or equivalent required

Important:

- The contract is equivalent to 8 weeks of employment. This employment opportunity is being offered under the Canada Summer Jobs program. The program requires you to be a Canadian Citizen, or Permanent Resident or Refugee with a valid work permit and be between 15 to 30 years of age. ICM reserves the right to re-allocate your work assignment based on changing priorities of the organization.

Primary Location: 1330 Castlemore Ave, Markham, ON L6E 1A4

Our organization

ICM's mission is to develop and maintain a religiously vibrant, peaceful, tolerant, cross-community sharing, inclusive, and charitable Islamic organization that provides a comprehensive range of religious and social programs to the residents of Markham and the surrounding areas in accordance with the teachings of the Holy Quran and Sunnah of Prophet Muhammad (ﷺ).

Application Process

To apply, please submit a resume and cover letter outlining your qualifications, experience, and interest in working with a not-for-profit organization at info@daruliman.org

Application Deadline: May 2, 2026

Please note only Qualified candidates will be contacted for an interview.