المركز الإسلامي لمدينة ديترويت
Islamic Center Of Detroit
14350 Tireman • Detroit, MI 48228 • Tel: 313-584-4143 • Fax: 313-584-3435

Part-time Office Assistant

Job Description

The Islamic Center of Detroit is looking for an Office Assistant to be responsible for handling clerical tasks in our office. You will be handling incoming phone calls and other communications, greeting clients and visitors, as well as managing files, updating paperwork and other documents, and performing other general office clerk duties and errands.

A pleasing personality with strong communication skills is highly valued.

Office Assistant Responsibilities:

- Leading special projects as needed.
- Handling incoming calls and other communications.
- Managing filing systems.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases.

Office Assistant Requirements:

- Minimum 2 years college
- Experience as an office assistant or in a related field.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Great communication skills.
- Have a valid driver license

Great pay, flexible hours, and an amazing, friendly environment.

If interested, Please email your resume to hr@icdonline.org