



## CAREER OPPORTUNITIES

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

IN THE NAME OF ALLAH, THE MOST MERCIFUL, THE BENEFICENT

**JOIN THE AAIC TEAM**

**NOW  
HIRING**

**Front Desk  
Receptionist**

### Job purpose

AAIC is looking for a friendly and welcoming receptionist to join our growing organization. You will greet clients and visitors when they arrive at the office and determine their reason for the visit. Other job duties include answering phones and emails, entering information into our database, organizing files, and making copies. AAIC prefers candidates who have experience in administrative roles, but we are willing to train the right person.

### Responsibilities

- Answer phone inquiries, provide necessary AAIC information, and taking and processing orders and addressing complaints.
- Record pledges, follows up with donors and follow up on appointments and deliveries.
- Perform secretarial duties, including writing memos, responding to emails, maintaining files, and organizing documents.
- Monitor the front desk and comply with all security procedures for visitors.
- Assist in planning the organization events, executive meetings, and employee team-building activities.
- Oversee mail deliveries, packages, and couriers.

- Set up appointments, schedule meeting, distribute reports, and manage correspondence between office and external parties.
- Operate office equipment including printers, fax machines and update website and social media platforms.
- Manage office inventory and work with vendors to ensure the regular supply of office materials.

## Qualifications

- High school diploma or equivalent
- Prior administrative or clerical experience preferred.
- Proficient with Microsoft Office (Word, PowerPoint, and Excel)
- Excellent time management and communication skills
- Willingness to learn and to grow with the company.

## Opportunities:

There are two work shifts available:

Weekdays: Monday – Thursday 9:00am – 3:00pm

Weekend: Saturday and Sundays 11:00am – 6:00pm

## Compensation

AAIC offers a competitive salary that is commensurate to the candidate's experience.

## Application Process

You may apply for the position by contacting us via [aaic@abuubakar.org](mailto:aaic@abuubakar.org) and request the job application form. Selected candidates may be invited for a panel interview. The work will begin **on March 8, 2021**. This job description is subject to update as deemed appropriate by the AAIC executive team with prior awareness of the prospective candidate.

 2824 13<sup>th</sup> Ave S Minneapolis, MN 55407

AAIC IS A CHARITABLE  
NON-PROFIT 501 (C)(3)  
ORGANIZATION



Tel: (612) 871 – 8600  
Fax: (612) 436 - 0259



[aaic@abuubakar.org](mailto:aaic@abuubakar.org)  
[www.abuubakar.org](http://www.abuubakar.org)