



ISLAMIC SOCIETY OF BALTIMORE

6631 Johnnycake Road, Baltimore MD 21244

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Job Title: Clinic Office Administrator

Job Type: Part Time Position

Job Category:

Job Purpose:

The Islamic Society of Baltimore (ISB) located in Baltimore County, Maryland are recruiting for position of part-time Office Administrator. Candidate must be a reliable individual, who will undertake administrative tasks. Must be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy. The office administrator will ensure smooth running of the office and contributes in driving sustainable growth.

Must be available to work on-site during office hours: Monday 6:00PM - 8:00PM, Wednesday 6:00PM - 8:00PM and Sunday 11:00AM - 1:00PM. Must be flexible to work some late evenings, if necessary.

Essential Responsibilities:

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Manage phone calls and correspondence (e-mail, letters, packages, etc)
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Schedule appointments if necessary
- Create and organize medical records for patients
- Assist physician with taking weight and blood pressure record
- Handle all cash in the form of donations and test orders
- Fluent in Word and Excel processing software
- Create schedules for physicians, and send reminders for shifts
- Shall adhere to the bylaws of the ISB Constitution, and work within the guidelines set by the ISB Council.

Qualifications:

- Bachelor's Degree or equivalent experience is preferred.
- Proven experience as an Office Administrator, Office Assistant or relevant role
- Familiarity with office management procedures and basic accounting principles
- Fluency in English (Spoken and Written)
- Must be able to provide proof of the right to work in the United States as described by the Department of Homeland Security on this page: <http://www.uscis.gov/i-9-central/acceptable-documents> on the first day of employment.

Last Updated: 9/14/2018 | May be revised and updated as necessary