

WALTHAM FOREST

# NOOR UL ISLAM

TRUST

Charity Registration: 1017780

HEAD OFFICE: 713 HIGH ROAD, LEYTON, LONDON E10 5AB TEL 020 8558 0786

Email: [admin@noorulislam.co.uk](mailto:admin@noorulislam.co.uk)

Also:

MASJID: 711 HIGH ROAD, LEYTON, LONDON E10 6RA TEL: 020 8558 0786  
PRE-SCHOOL: 715 HIGH ROAD, LEYTON, LONDON E10 5AB TEL: 020 8558 3014  
PRIMARY SCHOOL: 135 DAWLISH ROAD, LEYTON, LONDON E10 6QW TEL: 020 8558 8765

## FULL TIME VACANCY

### PERSONAL ASSISTANT / ADMINISTRATOR

### Salary – Depending on Qualification and Experience

To commence work in October 2010

- *Working for an exciting local Charity Group and leading Mosque you will fulfil the role of a Personal Assistant to the Chairman and Board of Trustees including undertaking routine administrative duties.*
- *You will be a consolidated, professional PA with excellent IT skills, including experience with MS Outlook, Word, Excel, PowerPoint and Access together with excellent communication skills and command of English.*
- *You will be a highly organised individual with a good academic background and the ability to work as part of a team and to act on your own initiative.*
- *Attention to detail is vital, and you must be able to deal with confidential matters effectively and diplomatically. This is a great opportunity for someone who would like to work for a fast growing charity and help to make a difference to the local community.*
- *We are looking for someone who has a 'can-do' attitude who is proactive. Tight deadlines will be a constant part of this job and we require someone who is able to prioritise their time and continually meet these deadlines effectively.*

The successful candidate will be fully supportive of the Trust's child protection policy and may have to obtain a Criminal Record Bureau check.

Previous applicants need not apply.

Please note: Only candidates who are successful in reaching the interview stage will be contacted by Tuesday 14<sup>th</sup> September 2010.

Please contact the Noor Ul Islam Trust on 020 8558 0786 for more details and an application form.

**Closing date for receipt of application form:**

**Tuesday 31<sup>st</sup> August 2010**