

Operations Manager Position at Al-Ansar IEC (Masjid Ansar)

JOB DESCRIPTION

Location: Onsite Goodmayes IG3

Salary £28-30K

Working Hours (40 Hrs including weekends)

Position Summary:

Al-Ansar IEC Operations Manager position is a full-time position reporting to Al-Ansar IEC Shura/trustees. This job requires prior experience as an Office Assistant/Manager, preferably in a non-profit organisation.

Candidates for the job should be capable enough to handle any situation that may arise during work, over the phone or in person. Candidates should be able to maintain office services by organising office operations and procedures, prioritising tasks, controlling correspondence, designing filing systems, and procuring supplies as needed.

Candidates should be knowledgeable in time tracking with minimum assistance.

Candidates for the job should be competent enough to deal with all members of the community, teaching and non-teaching staff of Al-Ansar IEC, Volunteers, Shura

Members/trustees, and Imam. **This is a public facing job, and the Operations Manager must be an ambassador of Al-Ansar IEC.**

Skills required:

- Previous experience as an Operations Assistant/Manager
- Must have good communication, verbal and writing skills.
- Strong work ethic, self-starter, and result-oriented
- Fluent in English (spoken and written)
- Should have a dynamic personality that can interact with members of the community.
- Ability to work with people from different cultures and backgrounds.
- Proven efficiency in computer skills and knowledge of MS Office
- Excellent time management skills and ability to multitask and prioritise work.

- Knowledge of data and administrative management practices and procedures
- Eligible to work in the United Kingdom

General Responsibilities:

- Maintain regular and convenient office hours for community members.
- Must be able to interact with all persons and organisations.
- Ownership of social media/Mailchimp: drafting emails to send to the community regarding prayer time changes, events, weekly newsletter, Ramadhan, Eid, and other important announcements.
- Liaise with all operational employees/volunteers at the Masjid.
- Responsible for efficient functioning of an office through a range of administrative, financial, and managerial skills
- Ensure smooth functioning of day-to-day office operations.
- Manage Booking requests/invoicing for centre use and services.
- Ensure rooms and equipment is setup as required by different centre users.
- Assist Al-Ansar IEC Shura, Imam, and volunteers.
- Responsible for maintenance and security of the building
- Monitoring and administering CCTV/alarm systems.
- Provide general support to community members.
- Will oversee procurement process.

Applications via CV to hr@masjidansar.com

Application deadline 25th February 2024