



## **Business Service Officer**

**Posted by:** AAT ACCOUNTING & TAX SERVICES INC

**Posting date:** 25-Apr-2024      **Closing date:** 22-Oct-2024

**Education:** Bachelor's Degree

**Language:** English

**Job location:** Wood Buffalo

**Salary:** \$31.00 to 41.00 hourly (To be negotiated) Per Hour

**Years of Experience:** 3 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ1730607

**Expired**

## **Job description:**

### **Overview**

#### **Languages**

English

#### **Education**

Bachelor's degree

#### **Experience**

3 years to less than 5 years

## **Responsibilities**

### **Tasks**

- Implement new administrative procedures
- Review and evaluate new administrative procedures
- Establish work priorities and ensure procedures are followed and deadlines are met
- Carry out administrative activities of establishment
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Assist in the preparation of the operating budget and maintain inventory and budgetary controls
- Assemble data and prepare periodic and special reports, manuals, and correspondence
- Perform data entry
- Oversee and co-ordinate office administrative procedures
- Resolve conflict situations
- Monitor and evaluate

## **Additional information**

### **Personal suitability**

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Reliability
- Ability to multitask
- Time management
- Adaptability
- Integrity
- Team player

## Who can apply for this job?

### Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [theboisconsultants@gmail.com](mailto:theboisconsultants@gmail.com)

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