



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: CAJ5734255

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**.

Address: [9908 Franklin Ave Suite 101, Fort McMurray Ab T9h 2k5](#)

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

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