



## Liaison officer

**Posted by:** Wearealldgirls inc.

**Posting date:** 01-May-2024      **Closing date:** 28-Oct-2024

**Education:** College/CEGEP

**Language:** English

**Job location:** Wood Buffalo

**Salary:** \$30 Per Hour

**Years of Experience:** 3 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4563005

Expired

## Job description:

### Job details

Fort McMurray, AB

30.00 hourly / 30 to 44 hours per week

Permanent employment

Full time

Flexible Hours, Morning

Starts as soon as possible

1 vacancy

## Overview

### Languages

English

### Education

College/CEGEP

### 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

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

Assemble data and prepare periodic and special reports, manuals and correspondence

Resolve conflict situations

Commission systems and components

Coach

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

### Who can apply to 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**.

## How to apply

### By email

[theboisconsultants@gmail.com](mailto:theboisconsultants@gmail.com)

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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