



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: \$30.00 hourly / 30 to 44 hours per Week Per Hour

Years of Experience: 3 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ5673162

Expired

Job description:

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 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**.

How to apply

By email: theboisconsultants@gmail.com

Address: 30 Riedel Street Suite Bay 12 Fort McMurray, Alberta
T9H 3E1

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

Posted on canadianjobportal.com