



## **Business services officer**

**Posted by:** Sylvan Lake Beachfront Resort Ltd

**Posting date:** 05-Jul-2024      **Closing date:** 01-Jan-2025

**Education:** College/CEGEP

**Language:** English

**Job location:** Sylvan Lake

**Salary:** \$29.00 to 37.00 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ6392231

**Expired**

## **Job description:**

### Overview

#### **Languages**

- English

#### **Education**

- College/CEGEP

#### **Experience**

- 2 years to less than 3 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 operating budget and maintain inventory and budgetary controls  
Assemble data and prepare periodic and special reports, manuals and correspondence  
Perform data entry  
Train staff  
Oversee and co-ordinate office administrative procedures  
Resolve conflict situations  
Commission systems and components  
Coach  
Monitor and evaluate  
Oversee payroll administration  
Plan and control budget and expenditures

## **Additional information**

### **Work conditions and physical capabilities**

Ability to work independently  
Work under pressure  
Attention to detail

### **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 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**.

**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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