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Business Services Officer

Posted by: 1974283 Alberta Corp.

Posting date: 15-Aug-2024 **Closing date:** 11-Feb-2025

Education: College/CEGEP

Language: English

Job location: Wood Buffalo

Salary: \$30 Per Hour

Years of Experience: 2 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ5031371

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: siobcan01@gmail.com