



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

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: siobcan01@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: mahir.desai@gmail.com

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