



## Business services officer

**Posted by:** TellisWall Inc

**Posting date:** 02-Oct-2024      **Closing date:** 31-Mar-2025

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Leduc

**Salary:** \$28.00 to 38.00 (To be negotiated) Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4745392

## Job description:

### Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

1 year to less than 2 years

### **On-site**

Work must be completed at the physical location. There is no option to work remotely.

### **Work setting**

Private sector

## **Responsibilities**

### **Tasks**

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

Assist in the preparation of the operating budget and maintain inventory and budgetary controls.

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

Commission systems and components

Monitor and evaluate

Oversee payroll administration

Plan and control budget and expenditures

## **Experience and specialization**

### **Computer and technology knowledge**

MS Office

MS Word

## **Additional information**

### **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 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:

[careers@telliswall.org](mailto:careers@telliswall.org)

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: [careers@telliswall.org](mailto:careers@telliswall.org)

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