



Business Services Officer

Posted by: Janet Isola Real Estate

Posting date: 24-Oct-2024 **Closing date:** 22-Apr-2025

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Language: English

Job location: Fort McMurray

Salary: \$32.00 to 40.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ2774918

Expired

Job description:

Overview

Languages

English

Education

College, CEGEP, or other non-university certificate or diploma from a program of 1 year to 2 years

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.
 - Flexible Hours, Morning
 - Starts as soon as possible
 - Benefits: Other benefits

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 the operating budget and maintain inventory and budgetary controls

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

Perform data entry

Oversee and co-ordinate office administrative procedures

Resolve conflict situations

Commission systems and components

Monitor and evaluate

Plan and control budget and expenditures

Benefits

Other benefits

Learning/training paid by the employer

Team building opportunities

Parking available

Wellness Program

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

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