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## 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

## 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](mailto:theboisconsultants@gmail.com)