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Business Services Officer

Posted by: Sylvan Lake Beachfront Resort Ltd

Posting date: 12-Dec-2024 **Closing date:** 10-Jun-2025

Education: College/CEGEP

Language: English

Job location: Sylvan Lake

Salary: \$24.00 to 34.00 Per Hour

Years of Experience: 3 years

Vacancy: 2

Job Type: Full Time

Job id: CAJ4641958

Job description:

Job details

Sylvan Lake, AB
T4S 1C3

On site

24.00 to 34.00 hourly (To be negotiated) / 30 to 44 hours per Week

Permanent employment
Full time

Flexible Hours, Morning

Starts as soon as possible

2 vacancies

Overview

Languages

English

Education

College/CEGEP

Experience

3 years to less than 5 years

On site

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

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
Oversee and co-ordinate office administrative procedures
Resolve conflict situations
Commission systems and components
Monitor and evaluate
Oversee payroll administration
Plan and control budget and expenditures

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**.

How to apply

By email

theboisconsultants@gmail.com