



## **Business Service Officer**

**Posted by:** Yem Yem Pizza

**Posting date:** 08-Apr-2024      **Closing date:** 05-Oct-2024

**Education:** Bachelor's degree

**Language:** English

**Job location:** Wood Buffalo

**Salary:** \$31.00 to 41.00 (To be negotiated) Per Hour

**Years of Experience:** 2 years

**Vacancy:** 3

**Job Type:** Full Time

**Job id:** CAJ6858707

**Expired**

## **Job description:**

### **Responsibilities**

#### **Tasks**

- Review and evaluate new administrative procedures
- Delegate work to office support staff
- 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

Train staff

Oversee and co-ordinate office administrative procedures

Resolve conflict situations

Oversee payroll administration

Plan and control budget and expenditures

## **Experience and specialization**

### **Computer and technology knowledge**

MS Office

## **Additional information**

### **Work conditions and physical capabilities**

Fast-paced environment

Work under pressure

Tight deadlines

Attention to detail

Large workload

### **Personal suitability**

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Flexibility

Organized

Reliability

Ability to multitask  
Time management  
Adaptability  
Integrity  
Team player

## **Benefits**

### **Health benefits**

Dental plan  
Disability benefits  
Health care plan

### **Financial benefits**

As per the collective agreement  
Life insurance

## **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**.

**Address:** [10023 Macdonald Avenue, FORT MCMURRAY ALBERTA T9H 1S9](#)

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: [yempizzaftmac@gmail.com](mailto:yempizzaftmac@gmail.com)

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