



Business Service Officer

Posted by: Wearealldgirls Inc.

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

Education: College/CEGEP

Language: English

Job location: Wood Buffalo

Salary: \$Salary 31.50 to 41.50 hourly (To be negotiated) Per Hour

Years of Experience: 3 years

Vacancy: 1

Job Type: Full Time

Job id: CAJ5630221

Job description:

Responsibilities

Tasks

Review and evaluate new administrative procedures

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
Monitor and evaluate
Plan and control budget and expenditures

Experience and specialization

Area of work experience

Project coordination

Area of specialization

Project management

Accounting

Additional information

Work conditions and physical capabilities

Work under pressure

Attention to detail

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**.

Address: 30 Riedel Street, Fort McMurray Alberta T9H3E1

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