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Business Services Officer

Posted by: Chezranti Community Centre Ltd.

Posting date: 04-Nov-2024 **Closing date:** 03-May-2025

Education: College/CEGEP

Language: English

Job location: Edmonton

Salary: \$Salary 30.00 to 40.00 hourly (To be negotiated) / 30 to 44 hours per week Per Hour

Years of Experience: 2 years

Vacancy: 2

Job Type: Full Time

Job id: ABOJ4428671

Job description:

Business services officer

[CHEZRANTI COMMUNITY CENTRE LTD](#)

Job details

Two Hills, AB

30.00 to 40.00 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

2 years to less than 3 years

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

Additional information

Work conditions and physical capabilities

Ability to work independently
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

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
