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Business services officer

Posted by: TellisWall Inc

Posting date: 02-Oct-2024 **Closing date:** 31-Mar-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Leduc

Salary: \$28.00 to 38.00 (To be negotiated) Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: ABOJ2027440

Job description:

Overview

Languages

English

Education

Secondary (high) school graduation certificate

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.

Work setting

Private sector

Responsibilities

Tasks

Establish work priorities and ensure procedures are followed and deadlines are met.

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

Commission systems and components

Monitor and evaluate

Oversee payroll administration

Plan and control budget and expenditures

Experience and specialization

Computer and technology knowledge

MS Office

MS Word

Additional information

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:

careers@telliswall.org