

Business Services Officer

Posted By: TellisWall Inc

Location: Leduc

Salary: \$28.00 To 38.00 (To Be Negotiated) Per Hour

JOB ID : RJ2775177

Posting Date : 02-Oct-2024

Expiry date : 31-Mar-2025

Education : Secondary (high) school graduation certificate

Language : English

Vacancies : 1

Years of Experience : 1 year

Job Type : Full Time

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

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: careers@telliswall.org

Posted on refugeejobportal.com