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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:** DISJ7391607

## 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](mailto:theboisconsultants@gmail.com)

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