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Project Administration Officer

Posted by: ARHCC Physician Engagement Society

Posting date: 04-Jun-2024 **Closing date:** 01-Dec-2024

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Language: English

Job location: Abbotsford

Salary: \$31.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: DISJ5535289

Job description:

ARHCC Physician Engagement Society in Abbotsford, BC is looking for one **Project Administration Officer**.

Job details are as follows:

Location of employment: 32900 Marshall Road, Abbotsford, BC, V2S 1K2

Number of position: 1

Job Type: Full time and Permanent

Starting date: as soon as possible

Salary: \$31.00 per hour, 40 hours per week

Experience: 1 year to less than 2 years

Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Languages: English

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 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

Personal suitability:

- Efficient interpersonal skills
- Excellent oral communication
- Excellent written communication
- Flexibility
- Organized
- Reliability
- Ability to multitask
- Time management
- Team player

Who can apply to this job?

- Anyone who can legally work in Canada can apply for this job
- If you are not authorized to work in Canada, please do not apply. The employer will not respond to your application

How to apply:

By email: msa_arhcc@outlook.com