

Whitecourt Bookkeeping Ltd. - Administration

officer

Running - Expires May/05/2023

Administration officer

Posted on April 04, 2023 by Employer details: Whitecourt Bookkeeping Ltd.

Job details

- Location: Whitecourt, ABT7S 1V4
- Salary 22.00 hourly 35 hours per Week
- Terms of employment: Permanent employment:Full time
- Day
- Start date: Starts as soon as possible
- Benefits: Other benefits
- Vacancies: 1 vacancy
- Verified

Overview

Languages

English

Education

- Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

Work setting

- Private sector

Responsibilities

Tasks

- Review, evaluate and implement new administrative procedures
- Delegate work to office support staff
- Assemble data and prepare periodic and special reports, manuals and correspondence
- Oversee and co-ordinate office administrative procedures

Supervision

- 1 to 2 people

Experience and specialization

Computer and technology knowledge

- Electronic mail
- Spreadsheet
- MS Excel
- MS Office
- MS Outlook
- MS PowerPoint
- MS Windows
- MS Word

Additional information

Work conditions and physical capabilities

- Fast-paced environment
- Attention to detail

Benefits

Other benefits

- Free parking available

Employment groups Help -

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: Indigenous people, Persons with disabilities, Newcomers to Canada, Older workers, Veterans, Visible minorities, Youth

Who can apply to this job?

How to apply

By email

Whitecourttax@gmail.com