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Project Administration Officer

Posted by ARHCC Physician Engagement Society

Job Details

Posting Date: 11-Dec-2024

Closing Date: 09-Jun-2025

Location: Abbotsford

Salary: \$31.00 Per Hour

Job Requirements

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

Language: English

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job ID: YJ6137425

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