



(AS) Administrative Services

Some relevant fields of study: accounting, business administration, public administration, housing and property management.

Administrative officers are vital to our efficient and smooth operations. Their key roles and duties include:

- Internal audit
- Administrative procedures
- Data/Information management
- Pay and pension analysis
- Compensation
- Leasing, acquisition and disposal
- Occupational health and safety
- Client service and business management
- Client accommodation services
- IT and telecommunications support
- Resource management support
- Correspondence writing and revision
- Physical security, investigations, emergency intervention planning and management and business continuity management

Salaries range from **\$46, 321** to **\$102, 813** (AS-01 to AS-08)
Effective June 21, 2010

