

RCMP ADMINISTRATIVE FLOATERS

Casual

Police Support Services / Administrative Services

Are you a flexible administrative professional with superb attention to detail?

About our community:

Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all these opportunities and more!

About our organization:

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs and professional development the City of Prince George offers a safe and supportive workplace in which to serve our community.

About the opportunity:

The Prince George Police Support Services Division is seeking customer-oriented and self-motivated individuals to provide varied administrative support to several operational areas at the detachment on a scheduled and on-call basis. Responsibilities include reception, answering inquiries both in person and via telephone, data entry, transcribing, preparing correspondence, processing a variety of forms, filing, and basic accounting. Through the course of his/her duties, you will be exposed to extremely graphic and disturbing information. **Applications will be reviewed on an ongoing basis for vacancies as they arise.**

About your background:

You have a Grade 12 diploma and have completed a post-secondary vocational course in business, office administration or a relevant field. Along with a minimum of two years' experience in an administrative position, you demonstrate attention to detail and accuracy with data entry tasks. You consider yourself a proactive team player and can effectively adapt to a changing work environment. **The successful candidate must be able to obtain and maintain RCMP Reliability Status.**

Why you will love working for our Police Support Services team at the City of Prince George:

- Work with a professional team dedicated to delivering exceptional customer service.
- Enjoy a wage of \$33.26-33.94 per hour (wage under review) plus 12 % in lieu of benefits for casual positions.

If you are interested in joining our team, please apply by March 31, 2025 to:

<http://princegeorgejobs.prevueaps.ca/jobs/>

Want to know more about this exciting career?

Please refer to the job description on our website for more details!

Want to know more about living and working in Prince George?

Please visit: [Move Up Prince George / City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.