

## **RCMP ADMINISTRATIVE FLOATERS**

Casual

Police Support Services / Administrative Services

### **Are You a Flexible Administrative Professional With Great 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.

#### **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. The purpose of this posting is to develop a contingency list of pre-selected qualified candidates to fill existing or future vacancies in the position. The City will review applications on an ongoing basis.**

#### **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 December 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.