

# OFFICE ASSISTANT

Casual

Various City Divisions/Departments

## Open Doors to New Opportunities and Grow Your Skill Set!

### 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:

We are looking for energetic and versatile individuals to provide administrative relief coverage within our City Departments including Finance, Public Safety, Civic Facilities & Events, Planning and Development and Civic Operations. Assignments are scheduled in advance and range from reception/front counter work to more complex administrative duties and special projects. Applications will be reviewed on an ongoing basis.

### About your background:

If you have completed Grade 12 and a post-secondary vocational or college course/program in business, bookkeeping, office administration or other relevant field, or possess a degree/diploma in business, finance or a related field, this opportunity will expose you to the multitude of careers available with The City of Prince George. You have a minimum of two years' experience in an administrative position, are proficient with the Microsoft Office Suite (Word, Excel, and Outlook), and enjoy the challenge of taking on new assignments and meeting new people! **You must be available to work 7.5 hour shifts between the hours of 7:00 am and 5:00 pm, Monday to Friday. It is a requirement to obtain and maintain a clear Police Information Check for offences related to the position. 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 Casual Administrative Pool at the City of Prince George:

- Your adaptability will allow you to continuously learn and develop new skills!
- Enjoy work/life balance along with a professional career!
- Enjoy a competitive wage of \$32.10 - \$32.80 per hour plus 12% in lieu of benefits.

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.