

RCMP ADMINISTRATIVE FLOATER

Regular Part-Time

Police Support Services / Administrative Services

Are You an 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:

As a Floater working in the Police Support Services Division, you will provide clerical and administrative support at the RCMP Detachment by filling in for various administrative roles. Your responsibilities will include reception duties, answering inquiries both in person and over the phone, data entry, transcribing, preparing correspondence, processing various forms, filing, and basic accounting tasks. Throughout your work, you may encounter extremely graphic and distressing information. The work environment and tasks can change frequently, which requires a high degree of speed, accuracy, and adaptability. Attention to detail and a strong focus are essential, especially during routine and repetitive tasks.

About your background:

You hold a Grade 12 diploma and have completed a post-secondary vocational course in business, office administration, or a related field. You also have at least two years of experience in an administrative role, showcasing a strong attention to detail and accuracy in data entry tasks. You view yourself as a proactive team player who can adapt effectively to a changing work environment. Your typing speed is 45 words per minute, and you possess considerable knowledge of office systems and administrative procedures. **The successful candidate must be able to obtain and maintain RCMP Reliability Status. Shift work is required, along with availability to fill a variety of shifts.**

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 an excellent benefits and pension plan.

If you are interested in joining our team, please apply by April 22, 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.