

OFFICE ASSISTANT 2

Regular Full-Time

Bylaw Services / Administrative Services

Be an Integral Part of Our Service-Oriented Team!

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 focus of this role is to provide a broad range of administrative support to the division, including payroll time entry, data entry, account reconciliations, filing, processing invoices and requisitions, as well as preparing a variety of documents including the Court and Adjudication documentation for Parking, Bylaw Enforcement and Animal Control violations. The incumbent deals with public inquiries as well as a wide range of internal and external customers in a professional and efficient manner. The Bylaw Services Division functions as a team requiring the incumbent to be flexible in workload and duty-sharing responsibilities.

About your background:

As the successful candidate, you will have completed Grade 12 and a course or program in business, bookkeeping, office administration, or a related field. Additionally, courses in bylaw enforcement, parking control, or animal control will be considered an asset. You should have a minimum of two years of experience in an office environment with a focus on customer service. Possessing a strong work ethic, you are dedicated to maintaining a high level of confidentiality. Excellent communication skills are essential, and you should thrive in a team environment. **A valid full privilege Class 5 driver's license (or out of province equivalent) is required.** You must also be able to obtain and maintain a clear Police Information Check for offenses relevant to this position.

Why You Will Love Working for our Bylaw Services team at the City of Prince George:

- Your commitment to customer service, combined with your strong attention to detail, makes you ideal for this role!
- Enjoy a competitive wage of \$32.80 - \$33.48 per hour plus a comprehensive benefits and pension package.

If you are interested in joining our team, please apply by May 15, 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.