

RECORDS & ADMINISTRATION ASSISTANT

Regular Full-Time

Legislative Services / Office of the City Manager

Turn Your Passion for Records Management into an exciting Career!

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 Records and Administration Assistant is the main point of contact for accessing historical property records and residential and commercial building plans for the City of Prince George. You will receive and process requests and review and release records in accordance with the Freedom of Information and Protection of Privacy Act, and City bylaws. You will also be responsible for scanning, collating, indexing, and auditing the City's historical property files and residential and commercial plans.

About your background:

You have high school graduation supplemented by a one-year post-secondary certificate in office administration. Formal records management training is considered an asset. You have a minimum of three years of relevant experience working in a records and information management environment with a focus on exemplary customer service, attention to detail, and confidentiality. Experience must include the creation, implementation, and maintenance of corporate information records systems. **A valid full privilege Class 5 BC driver's license (or out of province equivalent) is required.**

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

- Utilize your knowledge in records management practices.
- Prioritize and respond effectively and efficiently to a high volume of inquiries.
- Enjoy a competitive wage of \$35.54 - \$36.35 (wage under review) plus a comprehensive benefits and pension package.

If you are interested in joining our team, please apply by May 16, 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.