

RCMP Service Representative

Regular Full-Time

Police Support Services / Administrative Services

Provide Exceptional Customer Service in this Fast-Paced Role!

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 RCMP Service Representative is a key member of a dynamic team dedicated to serving customers. As the first point of contact at the RCMP detachment, you will deliver efficient and professional customer service to all visitors. Your responsibilities will include answering the switchboard, entering data, and processing various forms, applications, permits, and other documents. Please note that shift work is required for this position. **The shift for the position is four (4) on, four (4) off day/night rotation, 12 hour shifts.**

About your background:

You have graduated from high school and completed a post-secondary vocational program or a college business course. Additionally, you have at least two years of relevant experience in a similar service environment, which may include banks, airlines, hotels, social service organizations, municipalities, or government agencies. Strong communication and computer skills are essential, along with a typing speed of 40 words per minute. Experience or training in a call center will be considered an asset. **As a condition of employment, the incumbent must be able to obtain and maintain a clear RCMP Reliability Status.**

Why you will love working for our Police Support Services team at the City of Prince George:

- Join a team that strives to provide exceptional customer service!
- Your attention to detail and strong communication skills make you an ideal candidate for this challenging position!
- Enjoy a competitive wage of \$34.67 - \$35.45 per hour plus a comprehensive benefits and pension package.

If you are interested in joining our team, please apply by October 20, 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.