

HUMAN RESOURCES ASSISTANT

Regular Full-Time (Exempt)

Human Resources & Corporate Safety / Office of the City Manager

Play a key role in the success of a dynamic 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:

We're seeking a dynamic, highly motivated administrative professional to provide confidential support to the Human Resources team with a primary focus on supporting disability and return to work functions. In this multi-faceted role, you will be responsible for a broad range of responsibilities from routine clerical tasks to complex reporting and project work. As the first point of contact for both internal and external clients, there is a focus on providing quality customer service. The highly confidential nature of this role requires someone with considerable discretion and professionalism. A commitment to quality and the ability to display considerable attention to detail is critical for success in this vital position.

About your background:

The successful candidate will be an exceptional communicator with a strong work ethic and highly developed organizational skills. You are committed to the success of the team and are comfortable working in an independent, self-directed manner. Ideally, you have a grade 12 diploma, a one-year college certificate in Business Administration or a related discipline, and at least five years of progressive administrative experience, preferably gained in a human resources environment. You thrive in a fast-paced, ever-changing environment with a demanding workload and are highly skilled with a variety of computer programs. You are self-motivated with a high degree of independent initiative and thrive working in a collaborative team environment.

Why you will love working for the Human Resources team at the City of Prince George:

- Join a supportive and professional team dedicated to providing exceptional customer service.
- Showcase your professionalism in this multi-faceted role.
- Enjoy a competitive annual salary of \$73,938 to \$81,497 plus an excellent benefits and pension package.

If you are interested in joining our team, please apply by December 12, 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.