

ADMINISTRATIVE COORDINATOR 1 – RISK & PROCUREMENT

Regular Full-Time

Risk & Procurement / Finance & IT Services

Contribute to the Success of Our Dynamic Risk and Procurement 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:

As the Administrative Coordinator 1 for Risk & Procurement, you will be responsible for providing reception and administrative support for the Division, ensuring consistent and professional service to clients, outside agencies, and other City divisions. Your role will involve coordinating the Division's financial administration, which includes processing and reconciling requisitions, payments, and divisional purchase cards. You will also handle time entry and assist with budget preparation and monitoring. Additionally, you will review and format various documents, as well as maintain records.

About your background:

You are a Grade 12 graduate with a one-year college certificate in business or a related field, including accounting courses, from a publicly accredited institution recognized in the BC Transfer Guide. You should have a minimum of three years of experience in an administrative position, preferably in the risk management or procurement field, or with a public sector agency or large corporation. Your experience should include preparing documentation, data entry, and processing and reconciling items such as requisitions, payments, and direct purchase cards. Familiarity with a computerized procurement system is considered an asset, as is experience in an insurance-related field. **Additionally, a valid Class 5 BC driver's license (or equivalent) is required, and you must be able to obtain a clear Police Information Check for relevant offenses.**

Why You Will Love Working for our Risk & Procurement team at the City of Prince George:

- Provide training and guidance for all purchasing card coordinators and divisional users.
- Work with a professional team dedicated to quality.
- Enjoy a competitive wage of \$36.35 - \$37.17 per hour plus excellent benefits and a pension plan.

If you are interested in joining our team, please apply by December 17, 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.