

ADMINISTRATIVE COORDINATOR 1

Regular Full-Time
Roads & Fleet / Civic Operations

Keep Our Operations Moving With Your Administration Expertise!

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 Roads & Fleet, you will provide financial and administrative support to the Division, ensuring consistent and professional service to community members, agencies, and other City divisions. Your responsibilities will include coordinating the Division's financial administration, which involves processing and reconciling requisitions, payments, and divisional purchase cards. You will also manage time entry and assist with budget preparation and monitoring. Additionally, you will review and format various documents and maintain records.

About your background:

The ideal candidate will possess a high school diploma and have completed a one-year college certificate program in business or a related field, which includes accounting courses from an accredited post-secondary institution recognized in the BC Transfer Guide. A minimum of three years of experience in an administrative role is required. Candidates should have experience in managing budgets, processing time entries, preparing invoices, and handling accounts receivable and accounts payable. Exceptional interpersonal skills, attention to detail, and self-motivation are essential for success in this position. **You must possess a valid Class 5 BC Driver's License (or provincial equivalent) and be able to obtain and maintain a clear Police Information Check for offences relevant to the position.**

Why you will love working for our Roads & Fleet team at the City of Prince George:

- Work with a team dedicated to providing exceptional customer service!
- Enjoy a competitive hourly wage of \$37.80 - \$38.66 plus an excellent benefit and pension package.

If you are interested in joining our team, please apply by July 14, 2026 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.