

## ADMINISTRATIVE ASSISTANT

Regular Full-Time

Fire & Rescue Services / Administrative Services

### Be an integral Member of Our Fire & Rescue Services 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 primary point of contact for all visitors to Fire & Rescue Services, you will be responsible for answering inquiries from the public and directing them to the appropriate resources. Your role will involve providing a broad range of administrative support, including payroll processing, statistical data entry and reporting, and organizing and maintaining filing systems and other records. Additionally, you will assist in alleviating the workload of other administrative positions within the Division.

#### About your background:

To qualify, you must have graduated from high school and completed a post-secondary accounting course. Additionally, you should have at least three years of relevant office administration experience, which includes payroll processing, data entry, and records management. Exceptional communication, interpersonal, and customer service skills are essential, as is the ability to handle confidential information discreetly. Your strong time management and organizational skills, combined with advanced proficiency in Word and Excel, will enable you to effectively manage a demanding workload. **You must also possess a valid full privilege Class 5 BC Driver's License (or out of province equivalent).**

#### Why you will love working for our Fire & Rescue Services team at the City of Prince George:

- Join a professional team to provide prompt and professional customer service in this high-profile role!
- Showcase your attention to detail and commitment to quality.
- Enjoy a competitive wage of \$35.46 - \$36.23 per hour plus a comprehensive benefits and pension package.

If you are interested in joining our team, please apply by September 25, 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.