CITY OF PRINCE GEORGE

Build your career
with the City of Prince George

SERVICE REPRESENTATIVE

Term Part-Time
Service Centre / Finance & IT Services

Join a Dynamic Team Whose Focus is on the Customer!

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 and professional development, we offer a safe and supportive workplace in which to serve our community. The City of Prince George is committed to fair and equitable hiring practices. We believe our workforce should reflect the diverse community we serve and that diversity fosters innovation, enhances service delivery, and is a benefit to all.

About the opportunity:
The City is seeking an energetic and adaptable individual to provide support at our Service Centre. This centralized hub handles a wide range of general inquiries and payments via phone, email, internet, and in-person interactions, offering residents a convenient and efficient way to access municipal information and complete transactions.

About your background:
The ideal candidate will possess a high school diploma and have completed at least one business course. A minimum of two years of experience in a similar service environment is required, which may include banks, airlines, hotels, social service organizations, municipalities, or government agencies. Strong knowledge of administrative practices and accounting principles is essential, along with excellent computer skills. Experience or training in incoming call center operations and dispatch is considered an asset. Additional seminars or courses in customer service, interpersonal relations, conflict resolution, and communication would be advantageous. **A valid Class 5 BC driver's license (or equivalent) is required. The successful candidate must also be able to obtain and maintain a clear Police Information Check for offenses related to the position. This is a full-time term position with an expected duration of one year.**

Why you will love working for our Service Centre team at the City of Prince George:
- Apply your attention to detail and love for numbers in this high-volume, fast-paced role.
- Join a team that strives to provide exceptional customer service to our city residents.
- 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 November 13, 2026 to:
http://princegeorgejobs.prevueaps.ca/jobs/

Want to know more about this exciting career?
Please refer to the job description 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.