CITY OF PRINCE GEORGE

Build your career
with the City of Prince George

EXECUTIVE ASSISTANT

Regular Full-Time (Exempt)
Office of the City Manager

The City is Seeking a Self-Motivated and Highly Organized Team Player

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 Executive Assistant serves the Office of the Mayor under the supervision of the Office of the City Manager. In this role, you will be responsible for professionally and effectively managing the Office of the Mayor. This involves providing the highest level of executive support to the Mayor in carrying out their official duties. As required, the Executive Assistant is also responsible for providing confidential administrative support to City Councillors. Discretion, diplomacy, and political sensitivity are paramount in this role. This position requires highly developed interpersonal skills; a proven ability to communicate effectively, both verbally and in writing; and an ability to use tact, professional judgment, initiative, and courtesy in completing assignments, especially those of a confidential nature.

About your background:
The successful candidate will hold a one-year college certificate in Business Administration, Management Studies, or a related discipline. A minimum of five years' experience in a senior executive capacity is required. Previous experience in a municipal environment is an asset, and local knowledge a benefit. As the successful candidate, you must have the ability to work independently with minimal supervision in a position requiring a high degree of accuracy, efficiency, diplomacy, and confidentiality while managing competing priorities inside of a fast-paced work environment.

Why you will love working for our team at the City of Prince George:
- Showcase your exceptional organization and coordination abilities.
- Work with a professional team dedicated to quality and excellence.
- Enjoy a competitive annual salary of $85,295 to $94,037 plus an excellent benefit and pension package.

If you are interested in joining our team, please apply by December 7, 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.