

ADMINISTRATIVE ASSISTANT – DEVELOPMENT SERVICES

Regular Full-Time

Development Services / Planning & Development

Join a Customer Service Oriented 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 Development Services, you will be responsible for providing reception services and administrative support, which include data entry and the organization and maintenance of filing systems. This position requires exceptional communication, interpersonal, and customer service skills. Additionally, the ability to handle confidential information discreetly is essential.

About your background:

You have excellent time management and organizational skills, allowing you to handle a demanding workload effectively. This position requires strong computer skills, particularly in Excel, as well as data entry abilities, and it is essential to thrive in a team environment. A commitment to delivering quality work makes you an ideal candidate for this role. Qualifications include three years of relevant experience in office administration with a focus on customer service, as well as a Grade 12 education and the completion of two business courses, including accounting.

Why you will love working for our Development Services team at the City of Prince George:

- Apply your attention to detail and organization skills in this high-volume, fast-paced role.
- Join a team that strives to provide exceptional customer service.
- Enjoy a competitive wage of \$34.10 – \$34.84 per hour plus a comprehensive benefits and pension plan.

If you are interested in joining our team, please apply by December 31, 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.