



**Customer Experience Assistant
Temporary 12 Months (Part-time)
Prince George Public Library
www.pgpl.ca**

The Prince George Public Library is looking for candidates with strong customer service skills to join us in the role of Customer Experience Assistant. This is a great opportunity for someone who enjoys working with people but is also detail-oriented. This position plays a vital role in the provision of frontline customer service within the library organization. Principal responsibilities include providing customer account services for the public, including the checking out and checking in of library materials and providing some information services to patrons. This position offers 16-20 hours per week and will be required to work a variety of shifts at either branch of the library is a must—including days, evenings until 9:15 PM, and weekends.

The successful candidate will have:

- Completion of Grade 12
- One-year previous frontline customer service experience.
- Must have a flexible schedule available evenings and weekends
- Knowledge of basic types of library materials and services.
- Knowledge of office procedures and methods.
- Knowledge of technology operations and software.
- Excellent communication skills, both written and oral.

This position offers a competitive salary (\$24.00/hr) and benefits package.

Please send your detailed resume with a cover letter indicating how you meet the qualifications, as well as dates/times of availability. All applications are to be submitted in confidence by Thursday, April 30, 2026 at 5:00 p.m. to:

Human Resources
Prince George Public Library
888 Canada Games Way
Prince George BC, V2L 5T6
Or hr@pgpl.ca

Applications are to be marked "Private and Confidential". We thank all applicants for their interest. Preference will be given to applicants with weekend/evening availability. Only applicants selected for an interview will be contacted.

Your application must be true and correct. Disqualification or termination of employment will result if there are any misstatements, omissions of material facts in the application or hiring process.

Bob Harkins Branch

888 Canada Games Way, Prince George, BC.
V2L 5T6 (250) 563-9251

Nechako Branch

6547 Hart Highway, Prince George, BC.
V2K 3A4 (250) 563-9251