

## MY WORK CITY

### Casual Administration and Police Services Positions

#### Get your foot in the door!

We are looking for a number of energetic and versatile individuals to provide temporary work coverage for casual assignments for both our General Administrative areas within our City Departments as well as within the Police Services/RCMP Detachment. These assignments will vary in duration, but you will be expected to work full time hours. The Police Services/RCMP detachment assignments consist of evenings, nights, weekends and statutory holidays and are subject to a successful RCMP Security Clearance.

You are flexible enough to handle varied hours and a wide range of clerical activities in areas such as reception, data entry, accounting and customer service. As an experienced administrative professional, you offer several of the following:

Office/Clerical experience

Excellent communication skills

Independence with multi tasking skills

Outstanding customer service skills

Typing proficiency (45 to 55 WPM) and computer literacy (MS Office preferred)

The minimum rate of pay is currently \$18.69 per hour (plus 14% in lieu of vacations, benefits & statutory holidays).

**Apply online at [kelowna.ca/careers](http://kelowna.ca/careers) by November 5, 2017.**

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Applicants not contacted within 3 weeks of the closing date are thanked for their interest.