

MY WORK. CITY.

Administrative Clerk – Policy & Planning

Do you have a passion for working in Public Service? Join our Policy & Planning team and make a difference. The Administrative Clerk provides clerical and administrative support, including direct communication with the public and various clients. Other duties include divisional correspondence, financial and budget activities, coordination of special project activities, customer service responses, and other related responsibilities. If you have a keen eye for detail, budget and financial experience, computer and excel proficiency, strong teamwork and excellent communication and customer service skills, this is the job for you!

Qualifications include: High School graduation or equivalent, relevant experience including financial and budget savviness, and a minimum typing speed of 45 wpm.

The City of Kelowna is a dynamic team of employees working together to make Kelowna the best mid-sized city in North America. Come work, play and live in Kelowna, a four-season destination and enjoy the many cultural amenities, direct access to exceptional mountain biking, water sports, skiing, golfing and Kelowna's easy connection to the world through our International Airport.

We offer career/professional development, progressive employment practices and a great work environment. This is a CUPE bargaining unit position that offers an hourly rate progressing from \$25.00 to \$28.00 per hour plus a competitive comprehensive benefits and pension package.

Apply online at kelowna.ca/careers by February 18, 2020

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