

MY WORK CITY

Casual - Police Services

Get your foot in the door!

We are looking for a number of energetic and versatile individuals to provide work coverage for casual assignments within the City of Kelowna's Police Services/RCMP Detachment. This is an excellent opportunity for administrative professionals to gain experience supporting a wide range of Police Services initiatives and programs! Casual positions may lead to permanent employment with the City of Kelowna.

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

- Office/Clerical experience
- Excellent communication skills
- Independence with multi tasking skills
- Outstanding customer service skills
- Typing proficiency (45 WPM) and computer literacy (MS Office preferred)

Casual assignments will vary in duration and candidates may be expected to work full office hours. The Police Services/RCMP Detachment assignments consist of days, evenings, nights, weekends and statutory holidays and are subject to obtaining a successful Enhanced RCMP Security Clearance.

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.

These are CUPE bargaining unit positions offering an hourly rate of \$21.99 per hour plus 14% in lieu of vacation, benefits and statutory holidays. We offer progressive employment practices and a great work environment.

Apply online at kelowna.ca/careers

This posting will remain open until filled;
preference will be given to candidates who apply by **February 25, 2020**

All applicants are thanked for their interest. Only those selected for interviews will be contacted.