

## **Office Services Clerk - Civic Operations (Temporary, Full-Time) - 1270**

### **Close Date**

February 21, 2024

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

*Let's make Kamloops shine! Join our team today.*

### **Position Overview**

Are you looking to perform challenging and rewarding administrative, booking, and customer service work in a fast-paced environment? If so, our Temporary Full-Time Office Services Clerk - Civic Operations positions may be a great fit for you. Make a positive difference in your community by responding to calls from the citizens of Kamloops. This role involves providing clerical support for the Civic Operations Department in a busy call centre and at the Hillside Cemetery office. The Office Services Clerk - Civic Operations will perform front counter reception tasks, assist the public with processing service requests, coordinate Cemetery services, utilize multiple software and database systems, answer internal and public telephone calls, respond to email inquiries and complete other administrative work as required.

Our Civic Operations team works collaboratively to keep Kamloops beautiful, healthy, and fun and in this role, you will make a direct impact on our operational excellence and pride in service priorities. Learn more about what we do in Civic Operations and apply today!

The successful candidate must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Completion of a post-secondary introductory accounting course or minimum six months' previous accounting experience.
3. Proficient in intermediate Word, basic Access, and intermediate Excel (70% pass rate required).
4. Minimum one year of previous experience working in an office environment, where dealing with the public in person and on the phone was a significant part of the job.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position. More than 1 may be hired.

These are temporary positions until approximately March 28, 2025 or return of incumbent.

### **Hourly Rate**

\$32.75

### **Hours & Days of Work**

Monday - Friday Paid 7 hours a day between 7:00 AM - 4:00 PM

## **Hours per Week**

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email [hr@kamloops.ca](mailto:hr@kamloops.ca) or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at [kamloops.ca/careers](http://kamloops.ca/careers).