

Careers

Administrative Assistant (Executive Office)

Join our dynamic team!

Join our Executive Office team as an Administrative Assistant. In this role, you will provide confidential administrative support and reception services to the Executive Office. Your responsibilities will include managing the Executive Office reception desk, maintaining office supplies, and providing administrative support to the Executive Office Managers and other staff members in the Executive Office.

Qualifications

- Office Administration Certificate or related education.
- Experience in an Executive Office with knowledge of business and administrative procedures
- Proficient with Microsoft Office suite
- Communication and basic financial experience
- Customer service training and experience

Help create Kelowna as a *City of the Future*! Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibility. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport. Grow your career in an organization that supports employee work-life balance and career and professional development. This exempt position offers a salary range of \$52,000 to \$61,000 with a fully paid comprehensive benefits plan, one of Canada's top pensions and Earned-Day-Off and Wellness programs for your work/life balance.

Apply online at [Career/job opportunities | City of Kelowna](#) by April 1, 2024

Human Resources
1435 Water Street
Kelowna, BC V1Y 1J4