

Careers

Executive Assistant

Join our dynamic team!

Help create Kelowna as a *City of the Future*! Join our team as an Executive Assistant, providing confidential, administrative services to the Mayor, Council, City Manager, and Senior Leadership Team including providing reception duties for the Executive Office. The position is a liaison between the public and elected officials and senior management to handle and/or redirect inquiries to staff, other agencies, and government departments. The position assist in handling day to day tasks such as senior management calendars, travel arrangements, and other tasks as required. Additionally, this position assists with various projects as required. Reporting to an Executive Office Manager; you will work as a team along with the other Executive Assistants to provide a wide array of administrative support, business communications, and maintain an efficient Executive Office for the City of Kelowna.

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
- Good understanding of government regulations and structure

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 \$67,700 to \$79,000 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 [Kelowna.ca/Careers](https://kelowna.ca/careers) by April 23, 2024