

Careers

Infrastructure Operations Clerk



Do you have a passion for working in Public Service?

Join the Infrastructure team and make a difference! Our Operations Clerks provide clerical and administrative support to various City departments in the Infrastructure Division, including direct communication with the public and other clients. Other duties include answering calls for the operations call centre, processing financial transactions, assisting with permits, and acting as the first aid attendant for the work location.

We are looking for someone who is team oriented, flexible and strives for service excellence. If you have a keen eye for detail, excel at organization, general computer / Microsoft Office proficiency, and excellent communication skills, this is the job for you!

Qualifications

The successful candidate for this role will be required to hold their First Aid – Level II Certification. Other qualifications include High School graduation or equivalent, relevant administrative experience and a minimum typing speed of 55 wpm.

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 responsibly. 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.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate starting at \$29.46 per hour plus employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **April 24, 2024**.

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