

Careers

Administrative Clerk (Cemetery)

Part-time



Do you have a passion for working in Public Service? Join our Community Safety team and make a difference. Our part-time Administrative Clerk provides clerical and administrative support, including direct communication with the public and various clients. Other duties include financial and budget activities, coordination of special project activities, customer service responses, and other related responsibilities. If you have strong teamwork and excellent communication and customer service skills, this is the job for you!

This position is part-time and works 14 hours per week (Monday and Tuesday, 7 hours per day), on average, though hours may vary slightly when leave coverage is required.

Qualifications

Qualifications include: High School graduation (or equivalent), relevant death care experience including working in person with bereaved families and funeral home. Customer service experience and Microsoft Office proficiency required.

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. You're only a quick link to the world via Kelowna International Airport.

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 progressing from \$29.46 to \$32.97 per hour plus 14% in lieu of benefits, vacation and statutory holidays.

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

Applications must be received by end of day **June 25, 2022**.

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