



## **Administrative Assistant – Human Resources & Safety (Permanent, Full-Time) #1446**

### **Close Date**

September 10, 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**

The Administrative Assistant - Human Resources and Safety will provide essential support to the Human Resources and Safety department by handling a range of administrative and operational tasks. This role is ideal for someone who is organized, communicative, and eager to contribute to a thriving HR and Safety team. Your contributions will help ensure smooth HR and Safety operations and a positive experience for our internal and external clients. If you are interested in joining our dynamic team, apply today!

Please note we are actively filling two vacancies and this is an Exempt Management position with a salary of \$62,505.30. The City also offers a comprehensive benefit package including generous vacation and an Earned Days Off program. Along with these benefits, the City provides access to fitness facilities, various instructed programs, and community volunteer/engagement opportunities.

### **The successful candidate must have the following qualifications:**

1. Business Administration diploma or equivalent.
2. Minimum two years previous office administration experience, preferably in a municipal government environment or human resources department or office.
3. Strong data entry and 45 net words per minute typing speed, as demonstrated through testing.
4. Proficient in intermediate Word and intermediate Excel, as demonstrated through testing (70% pass rate required).
5. Exceptional communication skills, both verbal and written.
6. Excellent time management and organizational skills.
7. Experience with records management software.

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.

Please note that more than one may be hired.

### **Salary**

\$62,505.30

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

Monday – Friday

8:00 a.m. – 4:00 p.m./8:30 a.m. – 4:30 p.m.

**Hours per Week**

37.5

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).