

Careers

Police Services Coordinator



Help create Kelowna as a City of the Future and join our team as the Police Services Coordinator. The Police Services Coordinator provides administrative support to the Police Services and RCMP senior leadership team. This position is responsible for supporting regional staffing, occupational health and wellness matters, training, and facility operations. This role is distinguished from the other clerical and administrative support classifications by the scope of the “coordination role” required in support of senior leadership and the level of autonomy and problem-solving in the work, necessitating a greater level of expertise and experience. To be successful in this position you will demonstrate a high-level of confidentiality, excellent oral and written communication skills and have the ability to work independently in a fast-paced environment.

Qualifications

- Office Administration Certificate from a Post-Secondary Institution
- Experience
- Attention to Detail
- Communication Excellence
- Problem Solving
- Computer Literacy
- Service Excellence
- Project Management
- Typing – 45 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. 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 is a CUPE bargaining unit position with an hourly rate of \$34.02 plus employer-paid comprehensive benefits, 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 **September 22, 2024**.

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