

Careers

Administrative Clerk (Parking Services)



Do you have a passion for working in Public Service?

Join our team in Parking Services and make a difference! Our Administrative Clerks provide clerical and administrative support, including direct communication with the public and various clients. Other duties include basic accounting, preparing correspondence, interpretation of bylaws/policies, screening offence notices, scheduling, special projects, customer service, data management, and other related responsibilities.

If you have a keen eye for detail, excel at organization, have financial experience, general computer and Microsoft office proficiency, strong teamwork, excellent communication and customer service skills, this is the job for you!

Qualifications

Qualifications include High School graduation or equivalent, relevant experience including financial savviness, and a minimum typing speed of 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.

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 ranging from \$29.46 to \$32.97 per hour, with a 35-hour work week, 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 **January 8th, 2025**.

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