



RECRUITMENT COORDINATOR

Full Time, Permanent, Exempt

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

The City of West Kelowna is seeking a highly organized, self-motivated professional to join our Human Resources team as our Recruitment Coordinator.

Position Summary:

The Recruitment Coordinator will collaborate with hiring managers to efficiently identify and secure the best talent by implementing a variety of methods to source, attract and retain a thriving workforce that supports the success of the City of West Kelowna.

Key Responsibilities:

Reporting to the Human Resources Manager, the position will be responsible for managing the full cycle recruitment activities for a range of positions. The role is also responsible for the coordination of onboarding, support of job evaluation, learning/development, other projects may include participating in career fairs, researching, compiling, and analyzing information/data.

The Recruitment Coordinator manages the recruitment process, including posting jobs, screening candidates, conducting interviews, and handling job offers. The Coordinator will build a talent pipeline, track recruitment metrics, and ensure compliance with policies. Additionally, the Coordinator supports HR tasks such as job evaluations, salary surveys, learning & development initiatives, succession program, corporate programs, and maintain confidential records. The position provides backup for other administrative HR roles.

Our Ideal Candidate:

The ideal candidate will possess a Diploma in Human Resources Management or Business Administration with Major in Human Resources Management with a minimum of three (3) years experience coordinating the recruitment function, preferably in a unionized environment, municipal background is an asset. A combination of education and experience may be considered.

The City is looking for a Recruitment Coordinator with well-developed knowledge of recruitment and selection best practices, versed in HR legislation, including the Human Rights Code and Employment Standards Act. They are proficient in MS Office, SharePoint, HRIS, and ATS systems. The incumbent is skilled at handling sensitive information, able to manage multiple tasks under pressure, prioritize effectively, and build strong relationships across the organization. Must hold a Class 5 BC Driver's License.

This permanent, full-time exempt position offers a comprehensive benefits package and municipal pension plan.

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 25-11E | Opens January 7, 2025 | Closes February 3, 2025
Full Time – Permanent | 35 hrs/wk | Benefits | Municipal Pension Plan
Wage Range \$76,335 - \$84,816