

Assistant Payroll and Benefits Supervisor (Permanent, Full-Time) - 1591

Close Date: April 27, 2025

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

Do you have a passion for management of payroll operations and benefits administration? Our team is looking for an Assistant Payroll and Benefits Supervisor to bolster our team and provide high levels of support to our organization! This position oversees the day-to-day activities of the Payroll team and works closely with other departments across the organization, as well as external vendors to ensure accurate and timely delivery of services. This is only a snapshot of the many functions this position offers; if this opportunity interests you, apply today!

At the City of Kamloops, we collectively serve our residents and are guided by our values of Trusting, Health Conscious, Cooperative, Inclusive, Purposeful, and Resilient. Fostering a safe and healthy workplace promotes a positive work culture which leads to providing the community excellent value. Our corporate building blocks are strong collaboration, organizational excellence, pride in service, employee well-being, focused stewardship.

Living in Kamloops means enjoying the best of both urban amenities and outdoor adventure. Known for its stunning landscapes, mild climate, and vibrant arts scene, Kamloops is the perfect city for those who love both nature and culture. Whether you're hiking the nearby hills, exploring the downtown area, or taking advantage of the many local recreational activities, Kamloops offers a quality of life that's hard to beat.

The successful candidate must have the following qualifications:

1. Completion of the Payroll Compliance Professional Designation and working towards completion of the Payroll Leadership Professional Designation.
2. Minimum three years recent, progressively responsible payroll experience in a complex, high-volume, multi-contact, unionized environment with at least one to three years in a supervisory capacity.
3. Proficient in advanced Word and advanced Excel, as demonstrated through testing. (70% pass rate required)

This is an exempt position with a salary of \$87,861.15 annually. The City offers a comprehensive health, vision and dental package including generous vacation and an Earned Days Off program. Along with these benefits, take advantage of employee well-being programs that include support for mental well-being and physical health through onsite gyms and a Wellness Works program that focuses on this critical corporate building block.

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. A comprehensive benefits package is included with this position. This is an exempt management position.

Salary

\$87,861.15

Hours & Days of Work

Monday - Friday:

8:00am - 4:00pm or 8:30am - 4:30pm

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 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.