

Careers

HR Coordinator – Compensation



Details matter!

We are looking for a highly organized and service-oriented Human Resources Coordinator to join our team, supporting compensation and HR systems. This position is responsible for completing bi-weekly employee system changes, determining benefit eligibility and other entitlements, and assisting managers and staff with compensation, benefits and pension questions. This role also generates and distributes reports, compiles, and analyzes data for various HR reporting purposes including coordination and completion of year end processes and participates in system testing, process improvement projects and audits and submission of third-party software help desk cases and resolutions.

This role plays an important part in ensuring accuracy with data in our HRIS systems and is one of three HR Coordinators in our larger HR team that work together to provide administrative support and coordination for various HR programs and initiatives.

Qualifications

- Diploma in related program with emphasis on human resources, human resources information systems, business and/or finance
- A minimum of two years' experience in HR or payroll
- Excellent administrative and customer service skills.

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 exempt position offers a salary range of \$76,000 to \$88,900, employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **June 30, 2025**.

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