

### Drive digital transformation in HR with your systems expertise!

We are looking for a Human Resources Systems Advisor to join our team for an 18-month term. This position maintains our various Human Resources information systems and is responsible for providing technical, analytical, and professional support to the HR Team and internal clients to ensure efficient processes and accurate reporting outcomes. This position also conducts complex analysis and research; compiles information and data, reports and maintains information and records.

#### Qualifications

- Diploma in related program with emphasis on human resources, human resources information systems, business and/or finance
- Payroll Compliance Practitioner (PCP) designation
- A minimum of three years' experience in HR Systems; Unit4 and PeopleAdmin experience is an asset
- A high level of computer proficiency with Excel, using complex formulas and analytics
- Knowledge of HR practices, including payroll, compensation, benefits, training, analytics, processes and collective agreement application.

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 \$87,000 to \$101,000, 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.

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For further information or to apply, please check our website at [www.kelowna.ca/careers](http://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*