

Careers

Development Services Clerk



Do you have a passion for working in Public Service? If so, our Development Services team has some exciting opportunities to join our team as a Development Service Clerk! This role provides service to customers and supports planning and development administrative needs. Other main duties include data entry, preparing agendas and purchase orders, reviewing, and recording invoices, and other related responsibilities.

If you have a keen eye for detail, are computer proficient and a team player with excellent customer service skills, this is the job for you! Qualifications include a High School Diploma (or equivalent) and administrative experience.

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 is a CUPE bargaining unit position with an hourly rate starting at \$30.64 plus 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 1st, 2025**.

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