

Careers

Administrative Clerk – Facilities Planning & Design (Up to 12-month term position)

Help create Kelowna as a *City of the Future*. We are seeking someone with a positive outlook, solid organization, and administrative skills. An individual with a strong focus on verbal and written communication skills, interpersonal and time management skills. Generally, you would provide clerical and administrative support to the Facilities Planning & Design department. This will include direct communication with the public and other clients.

Contributing to our team by providing reception coverage, preparing, and issuing legal documents and other correspondence. You would be required to receive and respond to service requests from the staff and the public and occasionally assist with on-site public engagement. Maintenance of electronic records, completion of financial transactions and researching and compiling statistics.

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 of \$30.64 plus 14% in lieu of benefits, vacation, statutory holidays, and other paid leaves.

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 **September 2nd, 2025**.

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