

Job Title: Clerical (Temporary, Full-Time) - 1672

Close Date: July 7, 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

A challenging and unique opportunity exists for a temporary, full-time clerical position at the City of Kamloops! This position offers the candidate a great opportunity to meet many staff and work in various City departments such as Kamloops Fire Rescue, Engineering, Civic Operations, Finance, Switchboard, Development and Engineering Services and Mailroom. This dynamic role involves a wide range of administrative tasks, including document preparation, data entry, customer service, scheduling, records management, and general office support. The ideal candidate is adaptable, detail-oriented, and capable of juggling shifting priorities in a fast-paced environment. Strong communication, organizational, and computer skills are essential.

Clerical staff are responsible for providing coverage for vacation, sick calls and short-term leaves throughout the City.

Being a City of Kamloops employee allows you to 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.

If you are looking for a position that supports your exceptional customer service and organizational skills, all the while enhancing your knowledge of the City's operations then this Clerical position may be a great fit for you!

The successful candidate must have the following qualifications:

1. Completion of a 1-year post-secondary certificate in administration or business, or equivalent plus one year office experience;
OR
Three years' office experience, one of which being in a large, multi-faceted organization.
2. Three months previous accounting experience or completion of a Financial Accounting course.
3. Minimum one-year previous experience working in an office environment where dealing with the public in person and on the phone was a significant part of the job.
4. Basic skills in office systems technology, including print/fax/copy/cash handling/debit/credit machines.
5. Proficient in intermediate Word, intermediate Excel, and intermediate PowerPoint as demonstrated through testing (70% pass rate is required).
6. Proficient in intermediate alphanumeric data entry, as demonstrated through testing.
7. Minimum typing speed of 45 net words per minute, as demonstrated through testing.
8. Valid Drivers License – class 5 or equivalent.

This position will receive 14% in lieu of all benefits, vacation, stat holidays, and health time. 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. This is a CUPE local 900 position.

This is a temporary position until approximately January 23, 2026.

Hourly Rate

\$32.914

Hours & Days of Work

Monday – Friday 8:00 am – 4:00 pm OR 8:30 am – 4:30 pm

Hours per Week

35

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.