

## Human Resources Advisor (Permanent, Full-Time) - 1751

### Close Date:

Open Until Filled

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

Do you thrive in dynamic environments where no two days are the same? We're looking for an enthusiastic, solutions-driven Human Resources Advisor to help shape the future of work at the City of Kamloops!

As a key member of our Human Resources and Safety team, you'll be a trusted advisor to leaders and employees alike—guiding performance, growth, and employee experience with confidence and care. This role will be focused on coaching leaders, supporting the employment life cycle from talent acquisition to offboarding, and driving initiatives to support various areas including EDI, wellness and organization culture. If this sounds like a good fit for you, apply today!

### The successful candidate must have the following qualifications:

1. The equivalent of an undergraduate degree in Business with a major in Human Resources or a related undergraduate degree with a diploma in Human Resources.
2. Minimum of five years of human resources and labour relations experience preferably in a public sector environment.
3. Eligible for certification as a Chartered Professional in Human Resources (CPHR).
4. Proficient using Microsoft office programs, including Word, Excel, Outlook and PowerPoint.
5. Valid BC Driver's Licence - Class 5 or equivalent.

This is an exempt position with a salary of \$111,822.75 (2025) annually. The City offers a comprehensive health, vision and dental package including generous vacation and an Earned Days Off program. Along with these benefits, 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. Our corporate building blocks are strong collaboration, organizational excellence, pride in service, employee well-being, focused stewardship.

The City of Kamloops is in the heart of BC's interior and provides an affordable lifestyle with an opportunity to 'live and play' in the same community. This lifestyle is possible because of the community size (short or no commute), the relative affordability (compared to Vancouver, Victoria and Toronto) and the proximity of world-class recreation (Sun Peaks, bike parks, lakes and campsites, recreation facilities, Tournament Capital Centre).

This job posting will be open until filled. The posting may close anytime after September 28, 2025, if a qualified candidate is found.

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. A comprehensive benefits package is included with this position. This is an exempt management position.

**Annual Salary**

\$111,822.75

**Hours & Days of Work**

Monday to Friday: 8:00 AM - 4:00 PM OR 8:30 AM - 4:30 PM

**Hours per Week**

37.5

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](mailto: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](http://kamloops.ca/careers).