

Administrative Assistant – Human Resources & Safety (Temporary, Full-Time) #1828

Close Date: January 4, 2026

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

The Administrative Assistant – Human Resources and Safety will provide vital temporary support to the Human Resources and Safety team, assisting with a variety of administrative and operational responsibilities. This role is well suited for an organized, detail-oriented individual with strong communication skills who thrives in a fast-paced environment.

You will play an important part in supporting efficient HR and Safety operations and delivering a positive experience for both internal and external clients. If you are excited to contribute to a collaborative and dynamic team, we encourage you to apply today.

Please note that this is an exempt, temporary position, for up to one (1) year with an annual salary of \$68,392.36.

The City provides access to fitness facilities, various instructed programs, and community volunteer/engagement opportunities.

Watch this video to learn more about the department! This is City of Kamloops Human Resources and Safety: <https://www.youtube.com/watch?v=kfA6OW6MkRo>.

The successful candidate must have the following qualifications:

1. Business Administration diploma or equivalent experience.
2. Minimum two years previous office administration experience, preferably in a municipal government environment or human resources department or office.
3. Strong data entry and 45 net words per minute typing speed, as demonstrated through testing.
4. Proficient in intermediate Word and intermediate Excel, as demonstrated through testing (70% pass rate required).
5. Exceptional communication skills, both verbal and written.
6. Excellent time management and organizational skills.
7. Experience with records management software.

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 position is entitled to a comprehensive benefits package.

Hours & Days of Work

Monday to Friday
8:00 a.m. – 4:00 p.m./8:30 a.m. – 4:30 p.m.

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 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.