

# Careers

## Legal and Administrative Coordinator (7-month term)



Do you have a passion for working in Real Estate and Public Service? Join our Real Estate team and make a difference! The Legal and Administrative Coordinator manages departmental administrative systems and office services, ensuring that day-to-day administration of the senior manager's office is professional and efficient. This role also provides real estate and legal administrative support including reviewing legal documents for accuracy and adherence to legal best practices, liaising with internal and external legal service providers, and submission and registration of legal documents.

### Qualifications

The successful candidate will have a post-secondary certificate in a legal secretary or paralegal program, relevant legal / real estate experience and have strong attention to detail and communication skills.

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 of \$38.80 per hour plus 14% in lieu of benefits, vacation and statutory holidays. The position has a confirmed term until November 2026.

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For further information or to apply, please check our website at [www.kelowna.ca/careers](http://www.kelowna.ca/careers)

Applications must be received by end of day **April 6, 2026**

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