

Have a positive attitude and enjoy people?

Looking to launch or grow your career in Human Resources? Join the City of Kelowna's Human Resources team and help create an exceptional employee experience. We're hiring three motivated, customer-focused individuals to support our HR Services & Recruitment, Benefits Administration, or HR Programs teams. In this role, you'll gain valuable hands-on HR experience, build relationships across the organization, contribute to meaningful projects and process improvements, and serve as a key resource for employees and candidates. If you're organized, enthusiastic, and eager to learn, we'd love to hear from you.

Qualifications

You could be a great fit if you:

- Have post-secondary education in HR, Business, or a related field (or an equivalent combination of education and experience)
- Are proficient with Microsoft Office applications, including Excel and Word
- Have strong administrative and data entry skills with a high degree of accuracy
- Are organized, detail-oriented, and able to manage multiple priorities
- Enjoy providing excellent customer service and building positive relationships
- Take initiative, bring a positive attitude, and are excited to learn and develop in the field of HR

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 Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This exempt position offers a salary starting at \$58,000 per year, employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans. The position has an expected term of 12 months (ending August 2027) but may be extended.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **July 29, 2026**.

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