

Careers

HR Systems Advisor (8-month term)



Help shape the future of HR technology at the City of Kelowna.

We are seeking a Human Resources Systems Advisor to join our team for an 8-month term. As the City advances its transition to Workday, this position will play a key role in supporting HR technology transformation and modernizing HR service delivery. Working closely with HR and project stakeholders, you will contribute to testing, process improvement, data validation, reporting, and system readiness activities that will help shape the future employee experience. In addition, you will provide technical, analytical, and professional support to HR and internal clients, ensuring efficient processes, reliable data, and meaningful reporting outcomes.

Qualifications

- Diploma in related program with emphasis on human resources, human resources information systems, business and/or finance
- A minimum of three years' experience in HR Systems; Workday experience is an asset
- A high level of computer proficiency with Excel, using complex formulas and analytics
- Knowledge of HR practices, including payroll, compensation, benefits, training, analytics, processes and collective agreement application.

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 exempt position offers a salary range of \$89,600 to \$104,500 annually plus 14% in lieu of benefits, vacation and statutory holidays. The position has a confirmed term of 8 months but may be extended.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

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

Applications must be received by end of day **October 27, 2026**.

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