

Real Estate Clerk (Permanent, Full-Time) - 2011

Close Date

September 3, 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 City of Kamloops is seeking a **permanent, full-time Real Estate Clerk** to join our team. As part of the Real Estate division, this position provides clerical and administrative support for a variety of real estate and land-related matters. The successful candidate will be responsible for maintaining and processing real estate files, preparing and reviewing correspondence and land transaction documents, responding to inquiries, and processing real estate-related invoices and purchase orders for surveys, legal fees, and land title documents. If you are detail-oriented, organized, and have administrative experience in a legal or real estate environment, we encourage you to apply! This is a great opportunity to bring your skills and experience to our team.

Welcome to the vibrant heart of British Columbia, where the Thompson River winds through breathtaking landscapes and a community rich in history, culture, and opportunity. Known as Canada's Tournament Capital, Kamloops is celebrated for its warm hospitality, strong sense of community, and active lifestyle.

Nestled in the Thompson Valley and surrounded by the rugged beauty of the Interior Plateau, Kamloops offers the perfect balance of urban convenience and outdoor adventure. Explore a lively downtown filled with unique shops, local restaurants, and cultural attractions, or take advantage of the city's extensive network of parks, trails, and recreational amenities.

Working for the City of Kamloops means making a meaningful impact on the community while enjoying the exceptional lifestyle the region has to offer. As a City employee, you can take pride in helping create and sustain the services, spaces, and experiences that make Kamloops a great place to live, work, and play. You'll also have access to a range of employee well-being programs, including resources that support mental wellness, onsite fitness facilities, and the Wellness Works program, which promotes a healthy and balanced workplace.

The successful candidate must have the following qualifications:

1. Completion of senior secondary school or its equivalent.
2. Completion of computer courses or experience in basic Word and basic Excel, as demonstrated through testing (70% pass rate required).
3. Minimum two years' previous experience in an administrative or clerical role in a law or real estate environment that includes responding to customer inquiries, processing payments, managing filing systems, and preparing business documents.

Watch this video to see the department in action: [This is City of Kamloops Development, Engineering, and Sustainability](#)

This is a unionized position with CUPE Local 900; check out our [Collective Agreement \(2024 - 2025\)](#) for full details (ratified 2026 Collective Agreement coming soon). As this is a unionized position, all qualifications must be met in order to be shortlisted for the position.

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.

Hourly Rate

\$36.926

Hours & Days of Work

Monday to Friday 8:00am - 4:00pm

Hours per Week

35

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.