



STUDENT – HUMAN RESOURCES

The City of West Kelowna is seeking a motivated and organized Human Resources Co-op Student to join our Human Resources team. This position will provide hands-on experience across a variety of HR functions, including records management, HRIS implementation, and general administrative support.

Working alongside the Human Resources team, the successful candidate will contribute to ongoing projects and day-to-day operations, helping to improve processes, maintain accurate employee records, and support the delivery of effective and responsive HR services across the organization.

SUMMARIZED RESPONSIBILITIES:

- Assist with the transition of HR documents and records from SharePoint to the new Oracle Human Resources Information System (HRIS).
- Review, organize, categorize, and prepare electronic files for migration, ensuring records are accurately named, stored, and assigned to the appropriate locations.
- Assist with maintaining accurate and up-to-date employee files and HR records in accordance with established procedures, privacy requirements, and records retention practices.
- Assist with data entry, document tracking, and general administrative duties to support the efficient operation of the HR department.
- Perform other duties as required

REQUIREMENTS:

- Enrolled in a Human Resources or Business Administration program at a post-secondary institution and returning to studies in the subsequent academic year
- Completion of 1 year of a Human Resources or Business Administration Diploma or Degree
- Valid Police Information Check
- Demonstrated computer skills in Microsoft Office Suite
- Excellent attention to detail
- Ability to handle confidential information with discretion and professionalism
- Excellent communication skills – both verbal and written
- Good interpersonal and organizational skills
- Be able to work independently with limited supervision

This position will start in January until the end of April working 35 hours per week. The hourly rate is \$26.17 plus 14% in lieu pay.

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

Competition No. 26-49E | Opens October 19, 2026 | Closes November 9, 2026