Career Opportunity

Canada's Tournament Capital

Divisional Assistant - Civic Operations (Temporary, Full-Time) - 2086

Close Date
December 6, 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

Are you interested in a position that will perform technical, analytical and administrative work? This **temporary, full-time Divisional Assistant – Civic Operations** position involves planning, coordinating, scheduling, documenting and reviewing various projects, tasks and initiatives. You will play a crucial role in supporting the day-to-day operations of our division. The ideal candidate is detail-oriented, possesses excellent communication skills, and can manage a workload with competing deadlines.

Please note this is a temporary position until approximately January 7, 2028 or return of incumbent.

<u>The successful candidate must have the following qualifications:</u>

1. Completion of a post-secondary certificate in Local Government Administration, Business/Office Administration, or a related discipline, which includes the completion of at least one accounting course.
2. A minimum of two (2) years' experience in an office environment where dealing with the public in person and on the phone was a significant part of the job.
3. Six months previous experience working with budgets and financial coding associated with project work and/or standard business practices.
4. Proficient in advanced Word, advanced Excel and basic Access as demonstrated through testing (70% pass rate required).

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.

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Hourly Rate
$38.548

Hours & Days of Work
Monday - Friday 7 hours between 7:00 AM and 4:00 PM

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.