

## **Business Operations & Events Supervisor (Permanent, Full-Time) - 1304**

### **Close Date**

April 1, 2024

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**

Welcome to the City of Kamloops, the vibrant heart of British Columbia, where the majestic Thompson River flows amidst stunning landscapes and a community steeped in history and culture. Nestled in the Thompson Valley and surrounded by the rugged beauty of the Interior Plateau, Kamloops boasts a unique blend of urban amenities and outdoor adventure. From its bustling downtown core, alive with eclectic shops and diverse culinary delights, to its vast network of trails, parks, and recreational facilities, Kamloops offers something for everyone.

The City of Kamloops is a dynamic and innovative organization dedicated to delivering exceptional experiences to our clients and partners. With a commitment to excellence and a passion for creativity, we are constantly seeking talented individuals to join our team and contribute to our success.

We are currently seeking a highly motivated and organized individual to join our team as a Business Operations and Events Supervisor. In this role, you will be responsible for overseeing some of the day-to-day operations at the Tournament Capital Centre and Westsyde Pool and Fitness Centre, as well as overseeing a wide range of events and service agreements. The ideal candidate will have a strong background in leadership, as well as experience in event planning and coordination.

This position's salary is \$102,057.15 annually. The City also offers a comprehensive benefit package including generous vacation and an Earned Days Off program. Along with these benefits, the City provides access to fitness facilities, various instructed programs, and community volunteer/engagement opportunities.

The successful candidate must have the following qualifications:

1. Post-secondary Degree in sport / event management, tourism or business administration or other related discipline(s) or equivalent combination of education, training, and experience.
2. Minimum three (3) years' experience in recreation and services and event management, business operations and customer service.
3. Minimum three years' experience in community partnership building.
4. Excellent knowledge of event process mapping.
5. Current computer skills in Microsoft applications and financial accounting software.
6. Excellent written and verbal communication skills.
7. Excellent customer service skills.
8. Previous supervisory experience.

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. This is an exempt management position.

**Hours & Days of Work**

Monday to Friday:

8:00 AM - 4:00 PM (summer)

8:30 AM - 4:30 PM (winter)

**Hours per Week**

37.5

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](mailto: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](http://kamloops.ca/careers).