

Careers

Talent Acquisition and Onboarding Manager



Join our dynamic team!

Make your mark on how the City of Kelowna attracts and welcomes great people. As the Talent Acquisition and Onboarding Manager, you will lead inclusive, efficient, high quality recruitment services to support the City of Kelowna's talent needs. The manager develops recruitment programs, policies, strategies, and service models aligned with City policies, collective agreements, HR frameworks, and workforce planning. The role drives continuous improvement, integrates systems and data, removes barriers to equity and inclusion, and collaborates with departments, unions, and external partners. The position champions innovation, ensuring strong candidate experiences, effective client service, and recruitment processes that support a diverse workforce reflective of the community. In the first 12 months the manager will lead a service review and technology system implementation to modernize recruitment, onboarding and build an employer branding strategy.

Qualifications

This position requires a bachelor's degree in human resources, Business Administration or a related field) with a minimum of 7 years progressive recruitment experience, including a minimum of 3 years of supervisory experience. Advanced knowledge of recruitment and workforce planning in unionized environments along with an understanding of Human Rights Act, FOIP, Employment Standards Code, collective agreements and labour relations is required. Knowledge of City policies and HR analytics and working knowledge of HR functions such as job evaluation and labour relation is an asset. This role requires someone who is a trusted advisor, service-focused, can use data and sound judgment to solve complex issues, and confidently lead projects and continuous improvement. Experience transforming recruitment processes and service delivery through system modernization is an asset. 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 \$106,000 to \$123,000, employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

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 **April 22, 2026**

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