



## Office Manager

### Position Overview

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Reports to: CEO  
Full time | Permanent  
Kamloops, BC

Posting Date: Dec 3, 2025  
Close Date: February 15, 2026

Tourism Kamloops is a destination marketing and management organization mandated to market and promote Kamloops' tourism industry and support tourism experience development to drive visitation, elevate resident sentiment, and create economic benefit through the growth of the visitor economy.

Reporting to the CEO, this role plays a key role in keeping our organization running smoothly. You'll be at the heart of day-to-day office operations, supporting everything from administrative tasks and office systems to events, industry engagement, and board support. This role is perfect for someone who enjoys organizing, problem-solving, and working with a variety of teams and interest holders to make sure everything runs efficiently and effectively. You'll help create a positive, well-structured environment where staff and partners can thrive.

### Duties + Responsibilities

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#### Office Operations

##### Office & Asset Management

- Monitors office inventory, filing, and storage of documents and assets.
- Maintains a detailed record of technology assets, promotional items, and office supplies; facilitates supply orders.
- Oversees use of company assets by third parties (e.g., tents, banners).
- Manages operational/facility agreements and contracts, liaises with landlord regarding building and ground maintenance, and coordinates any required repairs or contractor support.
- Monitors and facilitates corporate insurance, licensing, and company vehicle/trailer requirements.
- Assists in maintaining organizational policies and manuals.
- Maintains understanding of all Tourism Kamloops organizational contracts and assesses opportunities for efficiencies.

#### Accounting & Administrative Support:

- Provides support and liaison services to offsite Bookkeeper, including tracking deposits, credit card reconciliations, accounts receivable/payable, and petty cash management.
- Assists with interim and year-end audits.
- Maintains files and databases using Dext, SharePoint, and Simpleview CRM.

#### CEO & Board Support:

- Provides comprehensive administrative support to the CEO, including booking meetings, filing reports, and managing external communications.
- Supports the Board of Directors by preparing reports, meeting minutes, and documents; updating Board manuals and bylaws; distributing correspondence; and facilitating meeting scheduling.
- Participates in budget creation and oversight, office/facility operations, and organizational planning.
- Maintains organizational confidentiality.

#### Industry Relations

- Maintains Industry Partner CRM system with regular updates and maintenance.
- Supports partner programs: updates forms, assists partners in submitting applications, and prepares post-project reports.
- Supports travel deals programs, including partner communications and inventory control
- Supports merch and Shopify sales program
- Supports grant writing as requested.
- Supports organizational stewardship programs, including Biosphere.
- Supports managing student scholar resident programs. Eg. Riipen Level Up
- Assists with research projects and data analysis.
- All other tasks as required.

#### Experience & Skills

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- Minimum 5 years of administrative experience
- Able to work self-directed
- Able to multi-task, meet challenging deadlines, and complete projects with limited supervision
- Proficient in Office 365 suite
- Have a strong grasp of technology
- Class 5 Driver's license and access to a vehicle required
- Must live in Kamloops
- Must be able to work in-office Monday to Friday, 8:30am-4:30pm

## What's in it for You?

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- Competitive salary: \$52,000 – \$67,000/year. Full-time. Permanent
- Modern Kamloops-based office space
- A comprehensive, people-first benefits package including extended health and dental coverage, generous paid time off, wellness supports, and professional development opportunities that help you thrive both at work and in life.
- A flexible work model that supports high performance, while balancing the importance of personal priorities.
- Monthly team adventures that build connection and highlight the best of Kamloops.
- A collaborative, flexible, and forward-thinking work environment where innovation and passion are celebrated.
- Opportunities to grow, learn, and contribute to exciting projects that showcase Kamloops to the world.

## Ready to Apply?

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If this sounds like the perfect role for you, send your resume and cover letter to [careers@tourismkamloops.com](mailto:careers@tourismkamloops.com) by February 15, 2026.

Tourism Kamloops' environment and culture promote flexibility for thoughtful, purposeful, and innovative work. Opportunities for project-based work outside the scope of this job description may occur and are encouraged, should it feed your passions, interests, and facilitate ongoing workplace learning.