



ADMINISTRATIVE COORDINATOR

COMPETITION: #2565-50010145

SECTION: Information Management Section
STATUS: Regular full-time EXEMPT
HOURS OF WORK: Four day compressed work week
6:00 a.m. to 3:00 p.m. or 7:00 a.m. to 4:00 p.m.
SALARY: Pay Range 50 - \$68,444 to \$85,565 annually
COMPETITION END DATE: Thursday, April 17, 2025

Reporting directly to the Director, Information Management Section, the IMS Administrative Coordinator works primarily with the Director and two Managers, providing administrative support to and organization within the VPD Information Management Section.

ESSENTIAL DUTIES

- Arranges, schedules, attends and participates in meetings; prepares meeting agendas; takes meeting minutes
- Serves on various internal committees and maintains committee SharePoint sites on the intranet
- Prepares bi-weekly, monthly, quarterly and annual reports
- Prepares, proofreads, and edits IMS correspondence and spreadsheets
- Assists Director in preparing budget reports from SAP
- Orders office supplies and is responsible for the paper supply for the ground floor of the VPD Kootenay building
- Manages accounts payable with Finance
- Maintains the Director's calendar; makes travel arrangements and prepares pre- and post-travel documentation
- Maintains the filing system for the Director and Managers
- Provides assistance, administrative and otherwise, for projects as required, including active participation in charity & fundraising campaigns
- Performs additional related duties, as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Extensive practical experience with MS Outlook, Word, Excel, Teams, and PowerPoint
- Comprehensive knowledge of SAP Payroll system
- Demonstrated ability to communicate clearly and concisely, verbally and in writing
- Strong organizational and time management skills, including the proven ability to manage multiple priorities and time sensitive situations, while working independently and efficiently in a fast-paced work environment
- Demonstrated critical thinking and decision-making skills; ability to successfully process large amounts of information and data within tight timeframes
- High levels of confidentiality, accuracy, and attention to detail
- Demonstrated ability to establish and maintain effective collaborative working relationships within a team environment

Preferred:

- Knowledge of law enforcement practices and procedures



EXPERIENCE

Required:

- Minimum three years of office experience in an administrative or senior executive administrative support role
- Past minute-taking experience

Preferred:

- Minimum 1 year of work experience in a policing environment

EDUCATION

Required:

- Completion of Grade 12 or equivalent

Preferred:

- Educational background in Administrative Management, preferably having earned a Diploma

OTHER REQUIREMENTS

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

Selection Process:

Candidates will be required to take a written test in order to move forward to the interview stage. The testing consists of:

- Typing: minimum 45 words per minute
- MS Excel
- MS Word
- Data Entry: minimum 6,000 keystrokes per hour

NOTE: This position is exempt/excluded from the bargaining unit.

Applicants should submit a resume via email by 4:30 p.m. of the closing date. **Resumes should indicate clearly the competition number on the subject line in the email**, and be made to the attention of Human Resources Section, via email vpd.civilian.jobs@vpd.ca.

We thank you for your interest in the Vancouver Police Department.
Please note that only shortlisted applicants will be contacted.