



RECRUITING ADMINISTRATIVE ASSISTANT

COMPETITION: #26142-50177832

SECTION: Recruiting & Academy Services
STATUS: Temporary full-time (Exempt)
Approximately 6 months (may be extended or reduced for operational reasons due to circumstances that could not be foreseen at the time of posting)
HOURS OF WORK: Tuesday to Thursday, 7:30 a.m. to 4:30 p.m.
SALARY: Exempt Pay Grade VP-040 - \$36.02 to \$45.02 per hour
COMPETITION END DATE: Thursday, October 22, 2026

Responsible for providing general administrative support for the Vancouver Police Department (VPD) Recruiting Unit (RU) and Recruiting Operations Lead (ROL). The position supports administrative tasks associated with applicants applying for Police Constable, Special Municipal Constable, Experienced Officer, Retired Police Officer Program (RPOP), and Traffic Authority positions

ESSENTIAL DUTIES

- Receives, reviews and processes applicant documentation and ensures required information is complete, accurate and recorded.
- Enters and updates applicant information in recruiting systems, databases, spreadsheets and tracking tools, and maintains accurate applicant records.
- Monitors applicant files and follows up on outstanding documentation, appointments, assessments and other requirements.
- Schedules testing, interviews, polygraphs, sergeant interviews, medical and psychological assessments, and other appointments as required.
- Coordinates scheduling changes and communicates appointment information, instructions and requirements to applicants and recruiting personnel.
- Responds to applicant inquiries by telephone and email, provides information regarding recruiting requirements and processes, and directs applicants to appropriate resources or recruiting personnel as required.
- Manages the recruiting general inbox and telephone line, distributes inquiries and information to appropriate personnel, and follows up on outstanding matters.
- Provides applicants with instructions and resources relating to recruitment activities, documentation, appointments, assessments and other process requirements.
- Maintains, files, archives and retrieves electronic and physical recruiting records in accordance with established procedures.
- Compiles statistics, reports, tracking information and other operational information as required.
- Coordinates information and documentation with Management, Human Resources Section, Payroll Unit, Training Section, Information and Communication Technology Section, Purchase and Inventory Unit, Information & Privacy Section, Physical Health and Performance Unit, Community Policing Centres, and external vendors, and other stakeholders as required.
- Supports medical and psychological assessments and other external services by communicating with providers, confirming appointments, obtaining required information and following up on outstanding matters.
- Assists with the preparation and distribution of new-hire biographies, communications, swearing-in materials and other administrative requirements.
- Drafts memorandums and communicates with VPD Executive.
- Updates recruiting forms, instructions, website information, spreadsheets and other materials as directed.
- Provides administrative support for recruiting meetings, information sessions, outreach activities, committees and other recruiting events.
- Supports the ROL with assigned projects, process changes, and other operational initiatives.



- Provides basic administration and monitoring of SAP Recruiting, including submitting service tickets and completing basic system functions. maintain effective working relationships in a team environment
- Provides operational coverage for the ROL during leaves/absences.
- Other related duties and responsibilities as assigned

KNOWLEDGE, SKILLS & ABILITIES

Required:

- Working knowledge of Microsoft TEAMS, Word, Excel and Outlook
- Ability to type 40 words per minute
- Knowledge of current mainstream social media applications
- Ability to interpret spreadsheets and reports
- Ability to maintain discretion and confidentiality due to sensitive nature of files, including abiding by non-disclosure agreements
- Ability to adapt to and utilize new technology and computer programs
- Ability to establish and maintain effective professional working relationships in a fast-paced and dynamic team environment
- Excellent time-management and demonstrated ability to prioritize multiple tasks to meet tight deadlines.

Preferred:

- Comfortable with public speaking
- Exceptional written and verbal communication skills

EXPERIENCE

Required:

- Experience working in a diverse team setting in an office environment
- Ability to manage exposure to sensitive content and materials

Preferred:

- Experience working in a policing environment

EDUCATION

Required:

- Completion of Grade 12
- Post-secondary courses in business administration or administrative management

Preferred:

- Post-secondary certification or diploma in business administration or administrative management



OTHER REQUIREMENT(S):

- All employees must maintain their Enhanced Reliability Clearance while employed with the Vancouver Police Department. Enhanced Reliability Clearances will be renewed every 5 years.
- Valid BC Drivers Licence

SELECTION PROCESS

Candidates will be required to take a written test. Candidates must obtain a minimum 70% passing mark to move forward to the interview. Scores are determined on a 60% test and 40% interview.

This position is EXEMPT and does not fall under the jurisdiction of Teamsters Local 31

Applicants should submit a resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. of the closing date. The competition number must be indicated in the subject line of the email.