



New Westminister Police Department

JOB POSTING Office Assistant Auxiliary

We are looking for an administrative superstar who has excellent communication skills, loves working with the details, and takes great joy in checking items off your to-do list.

The NWPD is a mid-sized police department with over 200 employees. We are committed to having a professional and supportive workplace promoting employee equity, wellness, and fulfillment. We are a hard-working and welcoming team focused on doing great work and serving our community.

What your key role will be

As the Office Assistant, you will contribute to our continued success by being responsible for a variety of administrative processes as well as providing support to our Recruiting and Training teams. In addition to this, your role includes, but is not limited to:

Administrative Support: You'll assist with a wide range of administrative processes, including coordinating assessments, scheduling interviews and training sessions, preparing correspondence, filing, and data entry.

Communication: You'll have excellent communication skills and the ability to convey information clearly and simply. As well, you are an active listener, who ensures you understand directions and information.

Data Management: You'll prepare and maintain a variety of records, files, and complex data with accuracy and in a timely fashion.

Time Management: You'll manage your time and resources to ensure work is completed efficiently and with minimal supervision. You'll be checking off your checklist for the deadlines you meet and the projects you complete.

Team Player: You'll genuinely enjoy engaging with your teammates to get the work done. You believe in the importance of building and maintaining strong working relationships.

Planning and Organizing: You'll have strong organizational skills as well as the ability to adapt and manage multiple tasks and details in a fast-paced environment.

Attention to Detail: You'll be happiest when working with the details that support the bigger picture and you take great pride in rolling up your sleeves to get even the smallest of tasks done.

What you bring to this role

You will have experience and success in many of the following areas:

- You have completed Grade 12
- You have top-notch administrative and organizational skills
- You have experience working in an office environment and providing support to a team
- You are motivated, compassionate, and empathetic with a genuine desire to help others
- You support and promote a diverse, inclusive, and healthy workplace



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- You are confident working with Adobe and Microsoft Office (Word, Excel, and Outlook)
- You can thrive in a fast-paced environment and navigate your priorities independently
- You can adapt to the dynamic needs of the position as well as the department
- You can navigate your role while exercising considerable confidentiality, tact, and diplomacy
- You can pass and maintain a security clearance, including a background check and polygraph

What we can offer you

- A challenging and exciting career
- Competitive wage plus 12% in lieu of vacation, statutory holidays and all benefits
- Access to an onsite fitness facility
- Supportive leaders and co-workers who care about you and your family's health and wellness
- Centrally located in the lower mainland of British Columbia
- One block away from Columbia Skytrain Station
- Free staff parking
- A work environment giving you the ability to connect one-on-one with our staff, including police officers, civilian members, and senior leadership team

What we'll accomplish together

As a civilian member, working within a police department is a career like no other. It brings excitement, variety, and a challenge. The person you are, the work you will do, and the role you will play in this organization matters. You will become part of the NRPD family and join our group of diverse and talented people who truly want to make a difference.

If you are excited and curious to learn more about this opportunity, please apply – we would love to hear from you!

Job Title: Office Assistant

Employment Status: Auxiliary

Application Deadline: May 29, 2024

Number of Positions: One

Union: CUPE Local 387

Salary: \$29.49 to \$34.62 per hour plus 12% in lieu of benefits (2024 rate)

Department: Recruitment Unit, NRPD and Training Unit, NRPD

Hours of Work: This position is based on operational needs, up to 35 hours a week. Shifts are scheduled during business hours with flexibility on the days of the week.

Career Centre: <https://nwpr.bamboohr.com/careers>

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest. New Westminister is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made



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*invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on. We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those with Canadian Citizenship or Permanent Residency in Canada.*