



We're hiring an Administrative Assistant

- Richmond BC

Spark your passion, ignite change!



Spark your passion and discover your potential. Join a team that truly cares about what matters to you. Be empowered, challenged and supported to ignite change! Our extensive professional development will allow you to make a meaningful impact right away. We are looking for people who share our passion to create a community where everyone belongs that is rooted in our values of trust, openness, fairness, respect, responsiveness and continuous learning. Aspire Richmond offers a continuum of care throughout the lifespan of an individual with a disability. This includes early intervention supports for infants and children, child and youth care, adult day and residential services, employment options and more.

Administrative Assistant/Receptionist (Permanent, Full Time)

Working in two of our locations, this role offers administration support to a variety of programs, as well as fills in at our reception desks as needed.

YOUR IMPACT:

- Providing administrative support and coverage across agency service departments.
- Drafting agendas and minute-taking.
- Coordinate in conjunction with Administrative Team, meetings, events and trainings including staff enrolment, bookings, technology needs, catering and other materials and services required by the facilitator.
- Maintaining electronic and paper files, scanning and attaching documents into our database, complying with best practices and corporate standards.
- Reception duties such as greeting and directing visitors, answering phone calls and general email inquiries, sorting and distributing mail, maintain inventory and distribution of office supplies.
- Liaise with facilities and office equipment vendors as needed.
- Assist with special projects and other administrative functions as needed.

YOUR CAPABILITIES:

- Completion of Grade 12 and minimum two (2) years of relevant experience, or an equivalent combination of education, training, and experience.
- Demonstrate a positive and professional attitude with strong customer service skills.
- Proficient with computers and related technology.
- Effective interpersonal skills with the ability to interact at all levels of an organization.
- Strong communication, problem solving and critical thinking skills.
- Drivers license and access to a vehicle
- Able to meet the physical demands of the position.

WHAT WE BRING:

Our roots run deep in the Richmond Community with 40 years of program delivery and over 300 employees. We live and breathe inclusion with a strong belief in the importance of grassroots advocacy, deep connections and kindness. We treat our employees with the same care and respect as those that we support.

In addition to creating rewarding relationships, we offer:

- Comprehensive employer paid benefits package (health, wellness, vision and dental)
- Municipal Pension Plan
- 4 weeks paid vacation
- Professional development and career growth opportunities
- Parking on site

Salary: \$24.50-25.50 per hour

Hours of work: Monday-Friday, generally 10:30am-5:30pm with occasional evenings/weekends

Location: Richmond, BC

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