



**Join our team
and discover the
possibilities!**



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.

Human Resources Admin Assistant (Permanent, Full Time)

Working primarily at our Head Office location, this role offers administration support to our HR department and our Program Directors and fills in for other administrative roles as needed.

YOUR IMPACT:

- Provide Administrative support to the HR department.
- Draft job postings and offer letters.
- Assist with coordination and tracking of staff training.
- Screen applicants and book interviews as required.
- Assist with benefits administration.
- 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.
- HR filing and data entry/retrieval.
- Assist Program Directors with administrative tasks.
- Assist with special projects and other administrative functions as needed.

YOUR CAPABILITIES:

- Completion of Grade 12, post-secondary education in HR or administration and minimum two (2) years of relevant experience; or an equivalent combination of education, training, and experience.
- Experience in Human Resources and administration.
- Prior experience with an HRIS and/or payroll systems is an asset.
- Demonstrate a positive and professional attitude with strong customer service skills.
- Ability to maintain confidentiality
- 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.

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
- 3 weeks paid vacation
- Professional development and career growth opportunities
- Parking on site

Annual Salary: \$50,600 - 52,318

Hours of work: Monday-Friday, 7.5 hours a day (37.5 hours per week)

Location: Richmond, BC

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