



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



Spark your passion and discover your potential with Aspire Richmond Support Society. Join a team that truly cares about what matters to you. Be empowered, challenged and supported as a leader to ignite change! Our roots run deep in the Richmond Community with more than 40 years of program delivery and almost 400 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 as those we support. In addition to creating rewarding relationships, you can expect respect, flexibility, significant professional development, comprehensive compensation and career growth with us.

**Manager, Human Resources & Administration (Full-time/Permanent)**  
**\$75.000 - \$80.000 yearly – Richmond, BC**

Working closely with the Director of Human Resources, this role leads full-cycle recruitment, including sourcing, screening, interviewing, selection, hiring, and onboarding. The Manager, Human Resources & Administration also provides HR generalist support to managers and employees in areas such as employee relations, benefits, retention, policy guidance, performance management, and return-to-work planning, while overseeing key administrative support at Aspire's Head Office.

**YOUR IMPACT**

- Lead full-cycle recruitment by developing sourcing strategies, posting opportunities, screening candidates, coordinating interviews, supporting selection decisions, and preparing employment offers.
- Build strong applicant pipelines by developing relationships with community partners, training programs, colleges, and other recruitment sources.
- Support managers with onboarding, retention, employee relations, performance management, attendance management, return-to-work planning, and progressive discipline.
- Provide guidance to managers and employees within the framework of Aspire's policies, employment legislation, HR best practices, and the collective agreement.
- Maintain accurate recruitment and HR information using applicant tracking and HR systems, while supporting continuous improvement in recruitment processes and tools.
- Oversee select Head Office administrative support, provide support for monthly Board meetings, and collaborate with internal leaders on administrative, technology, and organizational support needs.

**YOUR CAPABILITIES**

The ideal candidate is a results-oriented, self-motivated HR professional who brings strong recruitment experience, sound HR judgment, and the ability to build trusted relationships with managers, employees, candidates, and community partners.

- Relevant post-secondary education in Human Resources or a related field, with two or more years of related HR experience, or an equivalent combination of education and experience.
- Demonstrated experience with full-cycle recruitment, sourcing strategies, behavioral interviewing, candidate assessment, and applicant tracking systems.
- Working knowledge of employment legislation, human rights, WorkSafe requirements, HR best practices, and collective agreement environments.
- Ability to provide practical HR generalist support in areas such as employee relations, performance management, attendance, onboarding, benefits, and return-to-work planning.
- Strong communication, judgment, confidentiality, problem-solving, and relationship-building skills.
- Proficiency with Microsoft Office and HR/recruitment systems.

Aspire Richmond Support Society 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 home support, employment options and more.

Our extensive professional development will allow you to make a meaningful impact right away. We are looking for people who share our passion for creating a community rooted in our values of trust, openness, fairness, respect, responsiveness and continuous learning, where everyone belongs.