

We are looking for

JUNIOR HR ADMINISTRATION SPECIALIST (80%)

Are you interested in developing a career in Human Resources where you will have the opportunity to learn all the foundations of HR from A to Z?

Would you like to be part of a dynamic team where you will be creative, show your initiative and ensure operational excellence on a daily basis?

Is the importance of the environment, our community and our people a passion close to your heart?

... then you might be interested in this unique opportunity

HOW YOU CREATE IMPACT EVERY DAY

- by creating a smooth and supportive employee experience
- by ensuring operational excellence for the HR team
- by participating in employee professional growth and development initiatives
- by taking Corporate Social Responsibility to the next level

WHAT YOU WILL FOCUS ON

- Employee relations** as the 1st point of contact for employee requests
- Payroll** in liaison with our external payroll provider
- Administration** support for recruitment, pension fund management, learning & development and health & safety
- Corporate Social Responsibility** in partnership with the CSR team

WHAT YOU BRING TO THE HR TEAM

- Accountability and Drive for results
- Authenticity
- High Emotional Intelligence: self-awareness, empathy, ability to manage self and other emotions
- An eye for detail
- A team player attitude
- Resilience and flexibility
- Curiosity
- Creativity
- 1 to 3 years experience in a similar role
- An HR Assistant Certificate
- An excellent command of English and French
- A proficiency in MS Office

HOW YOU ARE MEASURED

- Employee well-being
- Peer feedback
- Operational excellence

WHO YOU REPORT TO

- HR Director

WHO YOU WORK WITH

Everyone

And very closely with:

- the HR Business Partner
- the General Service team
- the Senior Marketing Manager

HOW YOU CAN GROW

Depending on your aspirations, the career path is varied

Learning & Development Specialist
Compensation and Benefit Specialist
HR Generalist

WHAT NOW?

If you are interested in this exciting opportunity, please send us a CV and a cover letter explaining who you are and what you are looking for.

We are looking forward to meeting you!