

Human Resource Technician

POINTE-CLAIRE, QUÉBEC

Who we are

FPInnovations is among the world's largest private, non-profit forest research centers. The organization helps the Canadian forest industry to develop path-breaking solutions based on the unique attributes of Canada's forest resources, favoring a sustainable development approach and taking full advantage of the industry's considerable scientific, technological and commercial capital. It is ideally positioned to perform state-of-art research, develop advanced technologies, and deliver innovative solutions to complex problems in every area of the sector's value chain.

Responsibilities

Reporting to the Vice-President, Human Resources, the technician will assist the HR team of the head office located in Pointe-Claire as well as the team from the Quebec and Vancouver offices in assuming administrative support responsibilities. In addition, the incumbent will assume activities related to human resources programs, recruitment process, payroll, employee benefits management as well as health and safety.

- Provide administrative support to the Human Resources Department (writing letters, contracts, filing, form preparation, recruitment, etc.);
- Actively take part in improving processes relating to administration and human resources management (revision, benchmarking, change management);
- Coordinate the development and implementation of various special projects and policies, create and maintain various monitoring tables;
- Create and update employee records;
- Ensure continuity in the administration of the group insurance program and pension plan, when required;
- Ensure continuity in payroll management and processing during vacations or absences (vacation management, overtime, organizational change, etc.);
- Participate in the logistics organization of internal events and meetings;
- Update company's organizational charts.

Qualifications

- Bachelor's degree or College diploma in administrative techniques, option human resources;
- Minimum of 2 years' experience in human resources;
- Experience in payroll processing, particularly on ADP (an asset);

- Excellent oral and written communication skills in both English and French;
- Thorough knowledge of MS Office suite (Word, Excel, PowerPoint, MS Project and Visio);
- Knowledge of softwares for payroll processing and human resources management (*Oracle*).
- Ability to adapt and multi-task in a constantly changing environment;
- Integrity, confidentiality and professionalism;
- Organizational skills, detail oriented and accuracy of information.

Please submit your resume to:

Recruitment_recrutement@fpinnovations.ca

IMPORTANT: Please indicate reference number 399 on the subject line.