

HUMAN RESOURCES COORDINATOR 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.

What are we looking for

Reporting to the Director of Human Resources, the incumbent plays an important role in the day-to-day operations of human resources management by supporting the HR team in coordinating and maintaining various programs relating to human resources, payroll, recruitment and employee benefits management and, health and safety.

What you will do

- 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.);
- Take part in organizing the logistics of internal events and meetings;
- Keep organizational charts up to date.

Who you are

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

- Ability to adapt and multi-task in a constantly changing environment;
- Integrity, confidentiality and professionalism;
- Organizational skills, curiosity and attention to detail (accuracy of information);
- 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 software for payroll processing and human resources management (Oracle).

Please submit your resume to:

Recruitment_recrutement@fpinnovations.ca

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