

148, Daniel-Vachon Boulevard | Uashat | QC | G4R 5R2 | 418.960.0982

Human Resources Coordinator

JOB DESCRIPTION

Department : Administration

Immediate supervisor : General Manager

Employment Status : Permanent Full-time,

Place of work : Uashat, QC.

Schedule : 40h / week

Benefits: Competitive salary, comprehensive group insurance plan, pension plan, and several other benefits

Probation period : 480 hours worked

Position Summary

Reporting to the General Manager, the Human Resources Coordinator is responsible for coordinating and supporting activities related to the organization's human resources management, in alignment with its values, mission, and community context. The incumbent ensures the effective functioning of HR processes and contributes to the implementation of fair, inclusive, and culturally respectful human resources practices.

Key Duties and Responsibilities

- Coordinate the day-to-day activities of the Human Resources department;

- Participate in recruitment and staffing processes, promoting fair and inclusive practices (job postings, candidate screening, interview coordination, onboarding and integration of new employees);
- Manage, update, and ensure the confidentiality of employee files;
  Contribute to the development, updating, and implementation of human resources policies and procedures, taking into account organizational and community frameworks;
- Provide administrative and operational support to managers and employees on human resources matters;
- Collaborate with various departments in workforce planning;
- Participate in coordinating training, professional development, and knowledge transfer activities;
- Compile, analyze, and prepare human resources reports and indicators;
- Ensure compliance with applicable human resources laws, regulations, and standards;
- Contribute to a healthy, respectful, and collaborative work environment;
- Perform any other related duties required to ensure the effective operation of the department.

Required Skills and Qualifications

- Bachelor's degree in human resources management, Business Administration, Industrial Relations, or a related field;
- Relevant experience in human resources or administration (3 to 5 years);
- General knowledge of human resources management practices and processes;
- Cultural and community awareness and sensitivity (a significant asset);
- Ability to work with multiple stakeholders and manage priorities effectively;
- Strong organizational skills, attention to detail, discretion, and professionalism;
- Excellent communication skills and strong listening abilities;
- Bilingualism, both spoken and written and knowledge of Innu-aimun is an asset;
- Proficiency in computer tools (Microsoft Word, Excel, and other relevant software).



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