



Job Description

Human Resources Technician

Summary of Responsibilities

The Human Resources Technician offers a support role to the Human Resources Department under the direction of the Human Resources Director. The person will have to perform tasks inherent in the management of human resources as well as ensure a support role in the finance department.

Main functions

- Support for the recruitment process (job posting, pre-selection of applications, telephone interviews, etc.)
- Ensure the greeting and integration of new employees
- Ensure the management of employee files (opening of files, preparation of forms, membership forms, etc.)
- Ensure the treatment of hours worked for the agency staff.
- Participate in the planning and monitoring of the internal training program
- Provide punctual support to certain files of the human resources department (organization of corporate events, communications, etc.)
- Provide a support role to the finance department (sorting mail, filing, setting up invoices, entering invoices in software, answering the phone or the door)
- Any other related tasks

Conditions of access to the profession

- Certificate or AEC in human resources management or administration, and 1 to 2 years of experience, or any relevant experience.
- Knowledge of Microsoft Office suite, intermediate level (word, excel, outlook)
- Autonomy and resourcefulness
- Discretion in case management
- Ability to organize and structure work
- Bilingualism