

### **Human Resources Assistant (Maternity Leave Replacement)**

Temporary / full time 12 month contract with a possibility of permanent, with benefits

Reporting to the Vice President of Human Resources, the incumbent is responsible for providing administrative and transactional HR support to employees and managers of Riverside Opticalab, working in close collaboration with Human Resources department and payroll.

#### **Essential Duties and Responsibilities:**

- Participate in the staffing and recruiting activities; analyses the needs of the departmental managers, advertising/posting, collection of resumes, pre-screening resumes, organizing the selection interviews, conducts reference checks.
- Prepare letters and documents to support HR transactions (hires, transfers, promotions, leaves of absence, and other employee changes); This includes preparation of onboarding packages, including employment agreements and, as well as data entry and setup into corporate systems.
- Assist in a variety of HR activities, including collecting the employee worked hours from the time cards, managing absenteeism, training, employee development, work related health and safety, salary administration and performance management.
- Apply legislation regarding the HR function (Labour law, Human Rights, Health & Safety, Labour Relations, etc.).
- Answer employee's and manager's questions about HR programs and policies, benefits, payroll, etc.
- Provide support to the Human Resources team in special projects.
- Assist in the coordination of special events such as the Christmas and summer events.
- Play an active role to improve the functional and administrative aspects of the HR department.

#### **Requirements :**

- College/CEGEP degree in Human Resources or Administration required
- Minimum of 1 year relevant experience
- Excellent customer service abilities
- Ability to treat all information and delicate situations with the utmost confidentiality, tact and professionalism
- Positive attitude, results oriented, dynamic and highly motivated
- Exceptional skills in organizational and time management in a dynamic work environment in constant evolution
- Excellent communication skills with all levels within the company
- Ability to work with minimal supervision as well as part of a team

- Excellent accuracy and attention to detail
- Computer literacy, including effective working skills of Microsoft Office: Word, Excel and PowerPoint
- Fluently bilingual is mandatory, oral and written (French and English)
- Able to work flexible hours

Candidates interested should submit their resume either electronically to [hrcanada@riversideopticalab.com](mailto:hrcanada@riversideopticalab.com)

Only candidates whose skills and experience are suitable for the position may be contacted.

Application Deadline: ASAP