

## Job Offer

### Human Resources Advisor

Villa Maria is a private co-ed school providing secondary education in English and French to more than 1600 students in a unique bilingual environment.

In a constantly changing world, our school advocates personalized support in a stimulating setting. Students of both languages of instruction get to experience a bilingual learning environment. By harnessing technology for the service of education, we inspire our students with a pedagogical approach that's innovative, effective and student-centered.

### Our Mission

We help our students develop and achieve their full potential, preparing them to be citizens of the world with the ability to meet the challenges of tomorrow's labour market.

### The Opportunity

Be part of a team that evolves and collaborates in a bilingual and innovative working environment where people remain at the heart of what we do and where everyone's efforts come together to create a high-quality learning environment for our student community. A career at Villa Maria means working at a renowned college that values diversity, inclusion, and self-fulfillment.



### You are interested in the challenge?

Send your application to [carrieres-careers@villamaria.qc.ca](mailto:carrieres-careers@villamaria.qc.ca)

<https://villamaria.qc.ca/en/careers/>



# Key Responsibilities

Under the direction of Human Resources, the selected candidate will support employees and managers in managing various files. In support of management, they will provide professional and technical assistance to ensure the Human Resources Department effectively fulfills its mandate. In addition, based on organizational planning and needs, they will be responsible for several specific projects aimed at developing the Human Resources function.

## **Contribution to the Management and Development of the Human Resources Function:**

- ✓ In collaboration with Human Resources Management, participate in HR activities in accordance with the organization's mission and needs
- ✓ Develop procedures and management tools to improve departmental efficiency
- ✓ Advise and support managers on various human resources matters
- ✓ Actively participate in various HR projects, including updating the employee records management system

## **Employee File Administration and Employee Relations:**

- ✓ Respond to routine employee inquiries regarding disability files, absenteeism, parental leave, or direct them to the appropriate resources
- ✓ Follow up with external providers; ensure the creation of files for new employees and the closure of participant files, as applicable
- ✓ Participate in communication efforts to promote benefits offered to all employees
- ✓ Maintain availability and contribute to employee well-being

## **Compensation, Performance Management, and Skills Development:**

- ✓ Support the payroll team, ensure its proper functioning, and manage certain special payroll cases
- ✓ Assist Human Resources Management in the annual salary review and ensure compliance with government policies regarding salaries for teaching and non-teaching staff
- ✓ Support managers in performance management and follow-up
- ✓ Participate in training needs analysis and identify relevant professional development opportunities
- ✓ Assist HR Management and the Executive Committee in administering compensation, pay equity, training, and skills development initiatives

## **Staffing:**

- ✓ Collaborate with managers in recruiting teaching and non-teaching staff
- ✓ Participate in staffing activities, including managing and reviewing applications
- ✓ Prepare employment offers for candidates based on salary scales and collective agreements
- ✓ Maintain candidate files and create employee files
- ✓ Facilitate onboarding processes and collaborate with relevant managers

## **Labour Relations:**

- ✓ Assist management with disciplinary measures and respond to questions regarding the application of collective agreement provisions
- ✓ Ensure follow-up on employer obligations arising from collective agreements, including compliance with timelines
- ✓ Assist management with research related to grievances, negotiation preparation, and interpretation of collective agreements

## **Occupational Health and Safety:**

- ✓ Participate in the Occupational Health and Safety Committee
- ✓ Follow up on committee resolutions and contribute to resulting projects
- ✓ Follow up on workplace accident files with employees
- ✓ Respond to requests from the CNESST



**You are interested in the challenge?**

Send your application to [carrieres-careers@villamaria.qc.ca](mailto:carrieres-careers@villamaria.qc.ca)

<https://villamaria.qc.ca/en/careers/>



**VILLA  
MARIA**

## QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in Human Resources Management or Industrial Relations (required)
- Membership in the Ordre des conseillers en ressources humaines agréés (CRHA) (an asset)
- Two (2) to five (5) years of experience in similar roles, ideally in a unionized environment
- Strong knowledge of the various areas of human resources management
- Good knowledge of collective agreements and labour laws
- Demonstrated ability to manage and follow multiple files simultaneously
- Excellent analytical and synthesis skills
- Autonomy, proactivity, and initiative
- Thoroughness, attention to detail, and strong organizational skills
- Team spirit and ability to work effectively in a team
- Ability to handle demanding situations, work under pressure and meet deadlines
- Excellent oral and written communication skills in French and English; strong listening skills and adaptability
- Autonomy, tact, courtesy, and strong interpersonal skills
- Proficiency in file and document management tools and Microsoft Office Suite (Word, Excel, PowerPoint).

## START DATE

As soon as possible



## WHY CHOOSE US AS AN EMPLOYER?

- Group insurance plan adapted to employee needs
- Pension plan (RREGOP)
- Employee Assistance Program
- Friendly and welcoming work environment
- Opportunity to collaborate with a multidisciplinary team on various committees
- Historic and enchanting outdoor site
- Close to a metro station
- Free parking
- Professional integration program

The use of the masculine gender is solely intended to facilitate reading. Villa Maria adheres to an equal employment opportunity program and encourages applications from women, aboriginal peoples, members of visible and ethnic minorities and handicapped peoples.



**You are interested in the challenge?**

Send your application to [carrieres-careers@villamaria.qc.ca](mailto:carrieres-careers@villamaria.qc.ca)

<https://villamaria.qc.ca/en/careers/>



VILLA  
MARIA