

Job Offer

Administrative Technician – Human Resources

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 environment where people remain at the centre of our concerns and where everyone's efforts are brought 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

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



Key Responsibilities

Reporting to the Senior Human Resources Advisor, the incumbent provides technical and administrative support to the day-to-day operations of the Human Resources Department. They contribute to the rigorous application of HR processes, the maintenance of employee records, and the smooth functioning of operations within a unionized school environment.

Key Responsibilities

Employee Records Administration

- Create, maintain, and close employee files (teaching and non-teaching staff).
- Prepare employment confirmations, attestations, and administrative documents.
- Ensure the accuracy and integrity of HR data.
- Manage leave banks, absences, vacation, and administrative follow-ups.

Recruitment and Onboarding Support

- Post job openings and manage candidate applications.
- Conduct administrative pre-screening and coordinate interviews.
- Support the administrative onboarding and integration of new employees.

Payroll and Benefits Support

- Prepare and verify data required for payroll.
- Follow up with group insurance and pension plans.
- Collaborate with the Payroll Department and the Human Resources Advisor.

Collective Agreement Administration

- Apply the administrative provisions of collective agreements.
- Calculate recognition of education and experience upon hiring.
- Process salary scale step progression and other administrative changes.
- Ensure compliance with deadlines and contractual obligations.

Administrative Support and Continuous Improvement

- Produce HR reports and tracking tables.
- Contribute to the improvement of HR tools and procedures.
- Provide courteous and thorough service to employees.
- Perform any other related duties associated with HR operations.



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VILLA
MARIA

Qualifications and Key Competencies

- College diploma in administrative techniques, human resources, or equivalent training.
- Minimum of 2 to 4 years of experience in an HR or administrative role.
- Experience in a unionized or school environment (strong asset).
- Good knowledge of collective agreements and labour standards.
- Proficiency in Microsoft Office (Excel required).

Behavioural Competencies

- Thoroughness, organizational skills, and attention to detail.
- Strong discretion and respect for confidentiality.
- Autonomy and ability to manage multiple files simultaneously.
- Strong sense of internal client service.
- Team spirit and close collaboration with the Human Resources Advisor.

Language Requirements

French required; bilingualism in French and English is a strong asset.

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.



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