

Job offer

Human Resources Advisor (temporary contract of 18 months)

Villa Maria is a private co-educational high school with more than 1,600 students.

In a constantly changing world, our school advocates personalized support, combined with a stimulating environment. Students in both languages of instruction enjoy a bilingual and harmonious coexistence. By choosing to integrate technology into teaching, we develop an innovative, effective and humane pedagogy for our students.

Our Mission

We support our students in the development and realization of their full potential, so that they become responsible citizens of the world capable of meeting the challenges of tomorrow's job market.

The opportunity

Be part of a team that evolves and collaborates in a bilingual and innovative environment where people remain at the center of our concerns and where everyone's efforts are pooled to create a quality learning place for our community of students. A career at Villa Maria means working at a renowned school, which places a high value on diversity, inclusion and self-realization.



Interested in the challenge?

Send your application to carrieres-careers@villamaria.qc.ca

<https://villamaria.qc.ca/carrieres/>



Your role

Reporting to the Human Resources Department, the incumbent serves as an HR advisor to managers and employees. She contributes to the implementation of activities related to the entire human resources management cycle and participates in the continuous improvement of the College's HR practices, processes, and services.

- Advise and support managers and employees on various human resources-related issues.
- Manage employee records, compensation, benefits, and absences.
- Participate in staffing activities.
- Contribute to performance management, skills development, and workplace relations.
- Monitor Health and Safety files, including CNESST.

The colleague we are looking for has:

- A Bachelor's degree in human resources or industrial relations;
- Membership in the Ordre des CRHA (a plus);
- 2 to 5 years of experience in similar roles, ideally in a unionized environment;
- Bilingualism required;
- Strong knowledge of collective bargaining agreements and labor laws;
- Excellent analytical, organizational, and interpersonal skills, with a strong sense of independence.



WHY CHOOSE US AS YOUR EMPLOYER?

- Group insurance plan tailored to the needs of employees
- Employee Assistance Program
- Warm and human working atmosphere
- Historic and enchanting outdoor site
- Close to a subway station
- Free parking
- Professional integration program
- Mac laptop and tablet included

OUR VALUES



Respect for oneself, others and the environment



Confidence and surpassing oneself



Perseverance and intellectual curiosity



Creativity and innovation



Leadership



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MARIA