



March 6th, 2019

**Job opening: seasonal assignment (temporary, 16 weeks)**

**HR Coordinator  
Human resources department**

Under the authority of the Human Resources Advisor, the HR Coordinator will have a support role for the Human Resources team. His/her mandate will include being the human resources management resource person for all seasonal summer employees (day camp instructors, lifeguards, etc.), in addition to assisting the advisor and the director in day-to-day operations. Among other things, he/she will have the opportunity to:

- Participate in the development of internal policy for the training of seasonal employees;
- Participate in training on Town policies for seasonal employees;
- Participate in the employee staffing process (recruitment, orientation and integration);
- Participate in OHS Committee meetings;
- Carry out occupational health and safety audits;
- Conduct workplace accident investigations, if necessary;
- Participate in Labour Relations Committee meetings;
- Participate in the planning for the negotiations of a collective agreement renewal;
- Perform all other operational human resources tasks.

**REQUIREMENTS AND QUALIFICATIONS**

- Be a bachelor's student in human resources profile management or industrial relations (1st, 2nd or 3rd year);
- Any work experience in human resources, labour relations or management is considered an asset;
- Have a good knowledge of the Microsoft Office suite;
- Bilingualism (French/English, written and spoken);
- Strong communication skills;
- Sense of responsibility;
- Dynamism;
- Diplomacy.

**Human Resources**

90 Roosevelt Avenue, Town of Mount Royal, Québec H3R 1Z5

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[humanresources@town.mount-royal.qc.ca](mailto:humanresources@town.mount-royal.qc.ca)

The term of office is 16 weeks from May 6 to August 23 inclusive.

The position is full-time at 35 hours per week. Although most of the time during the day, from Monday to Friday, the coordinator may work some weekends in June.

The hourly wage is \$23.50.

Applications will be accepted until Friday, March 15, 2019, 4:30 p.m. Interested candidates should forward their resumes to Roxane Gaudreau, Human Resources Advisor, by email at [ressourceshumaines@ville.mount-royal.qc.ca](mailto:ressourceshumaines@ville.mount-royal.qc.ca).

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