



POSTING

AFFICHAGE

TO: All Personnel
FROM: Human Resources Service
SUBJECT: Position to be filled – Champlain College St-Lambert

POSITION

Champlain College Saint-Lambert, a constituent college of Champlain Regional College, is seeking the services of a **HUMAN RESOURCES MANAGER**, to work on a permanent, full-time basis in the Human Resources service.

DESCRIPTION

Reporting to the Coordinator of Human Resources, the successful candidate will play a primary role in the areas of recruitment, orientation and retention of employees. As an HR Manager, you will be an integral part of a supportive team, and your work will help attract top quality candidates to Champlain College. From helping to orient a new employee to supporting someone who is taking a medical leave, the HR manager is responsible for meeting the needs of the people who make up the Champlain College employee community. The HR manager also has an important role to play in advancing the College's commitment to diversity and inclusion, beginning with attracting and identifying diverse talent.

RESPONSABILITIES

1. Coordinate the recruitment process and participate as an active member on Selection Committees;
2. Draw insights from recruitment trends and make recommendations on recruitment strategies;
3. Stay up-to-date with the latest talent acquisition trends to ensure the quality of hiring;
4. Ensure that diversity and inclusion strategies are deployed throughout the recruiting process.
5. Develop selection tools adapted to the needs of the College;
6. Collaborate with management to identify and plan staffing;
7. Participate in the orientation process, as well as the application of the integration and recognition programs;
8. Manage leave requests such as CNESST and medical absences;
9. Advise and support management on matters related to the interpretation and application of policies, legislation and the provisions of the collective agreements;
10. Participate in local committees such as health and safety, professional development and labour relations, as required.

QUALIFICATIONS

- Bachelor's in Human Resources, or a Bachelor with a certificate in Human Resources;
- Minimum of three years experience in Human Resources;
- Bilingual (English/French) both oral and written;
- Thorough knowledge of Windows, MS Office and CV manager (asset);
- Good knowledge of applicable legislation including CNESST.

COMPETENCIES

- Ability to work collaboratively and productively with others
- Excellent communication skills
- Demonstrate initiative and organization
- Solid skills in planning and ability to meet deadlines
- Ability to exercise leadership

EFFECTIVE DATE As soon as possible

DATE OF POSTING Wednesday, January 05, 2022

CLOSING DATE OF POSTING Sunday, January 23, 2022 at 11:59 p.m.

SALARY RANGE Commensurate with the norms provided by the *Ministère de l'Éducation et de l'Enseignement supérieur (MEES)*, for Class 4, (*agent(e) d'administration*) from 62,744\$ \$ to 83,696\$ per annum.

IN ACCORDANCE WITH COLLEGE POLICY, NOTICE IS HEREBY GIVEN THAT THE ABOVE MENTIONED POSITION IS NOW OPEN

Please submit your curriculum vitae and cover letter to:
selectioncommittee@crcmail.net

*N.B. Candidates may be required to submit to selection tests.
Only candidates selected for an interview will be contacted.*

Champlain College Saint-Lambert, a constituent college of Champlain Regional College, hires on the basis of merit and is strongly committed to equity, diversity and inclusiveness within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.