



The Sacred Heart School of Montreal
3635 Atwater - Mtl, QC - H3H 1Y4
514-937-2845 - [sacredheart.qc.ca](https://www.sacredheart.qc.ca)

The Sacred Heart School of Montreal is an All Girls English Catholic high school in Montreal. Located in downtown Montreal, its mission is to nurture the mind, body and spirit of each student in a supportive and caring environment. The School is part of a worldwide network of 151 schools across 40 countries, all of which share common goals, mission and philosophy.
<https://www.sacredheart.qc.ca/philosophy-goals/>

TITLE: Human Resources Advisor
(1-year replacement)

REPORT TO: Director of Finance

STATUS: Temporary

SCHEDULE: 3 days/week, to be discussed

SALARY: To be discussed

BENEFITS: Free parking, pension plan, vacation and group insurance

Start date: May 1, 2024

Applications should be submitted by email with a cover letter and CV to:

hr@sacredheart.qc.ca,

The Sacred Heart School of Montreal is an equal opportunity employer and subscribes to the Programme d'accès à l'égalité en emploi.

We thank all candidates for their interest in this position but only candidates selected for an interview will be contacted.

The selected candidate must undergo a satisfactory background check performed by the Montreal Police Department



POSITION OVERVIEW:

Responsible for all matters related to human resources from employee relations, recruiting & onboarding, compensation, benefits and payroll.

KEY RESPONSIBILITIES:

EMPLOYEE RELATIONS:

- Act as a resource person for employees on all HR-related matters
- Counsel leadership team in employee relations
- Review, update and implement employee policies and procedures and communicate changes
- Prepare yearly employee contract renewals

RECRUITING & ONBOARDING:

- Prepare job postings and post on appropriate job sites
- Review CV's and select candidates for interviews
- Prepare interview questions and interview candidates with the leadership team member(s)
- Review candidates' profiles and make a final selection with the leadership team member(s) and Head of School
- Present employment offers and prepare new employee files (contract, payroll and judicial record forms)
- Prepare and lead orientation sessions for new hires

BENEFITS:

- Manage group insurance enrollments, renewals, updates and send memos to employees and retirees
- Manage employee vacation and absence logs
- Assist with pension tasks

PAYROLL:

- Prepare bi-weekly payroll inputs and year-end preparation
- Perform HR data entry for new employees and update employee records
- Prepare records of employment
- Assist in pension adjustment calculations for year-end
- Coordinate with payroll company the preparation of income tax slips

OTHER:

- Assist in the preparation of year-end audit pertaining to HR tasks
- Maintain proper filing system
- Attend meetings and round table meetings
- Help with the boarding staff schedules
- Perform other duties as required

EDUCATION, EXPERIENCE & SKILLS

- Bachelor's degree in Human Resources Management or Industrial & Labour Relations, or equivalent in work experience
- Minimum 5 years experience as a Human Resources generalist
- Proficiency with Word, Excel, PowerPoint
- Member of l'Ordre des conseillers en ressources humaines agréés (asset)
- Excellent interpersonal skills (ability to interact effectively with the leadership team, faculty and staff members)
- Excellent communication skills (ability to actively listen to employee and leadership team needs)
- Excellent teamwork skills (ability to work collaboratively and collegially with leadership team, faculty and staff members)
- Professional manner with a strong customer service orientation
- Strong sense of discretion and confidentiality
- Positive, "can-do" attitude
- Bilingualism