

HUMAN RESOURCES COORDINATOR

Objectif Lune, a worldwide leader in software solutions, is looking for a **Human Resources Coordinator** to complement its HR team. With local support, we watch over nearly 200 Lunians spread over 4 continents, a magnificent mix of cultures, laws and regulations, and ways of doing things!

TOGETHER | WE IMAGINE | TO GO ABOVE AND BEYOND

- Do you want to touch everything, develop yourself, and be challenged?
- Do you want to discover, learn, but above all, understand?
- Do you want to have influence, and yes... make a real difference?
- Do you want to add an international dimension to your daily life?
- Do you want to join a team that will support and trust you?

This job may be for you!

YOUR KEY RESPONSIBILITIES

- Participate in the development, deployment and application of HR policies and programs in 15 countries
- Coordinate the complete recruitment cycle, both locally and internationally
- Take charge of a wide variety of mandates (integration, performance evaluation, recognition program, etc.)
- Encourage and support the enrichment of our organizational culture
- Answer requests from Lunians or direct them to the appropriate resources
- Administer training activities under the Loi sur le développement des compétences (Québec)
- Participate in the development, update and continuous improvement of HR tools and processes
- Assume certain administrative tasks of the service
- Contribute to the use at full potential of our Human Resources Management System (BambooHR)
- Participate in the organization of development and team building activities

YOUR PROFILE

- We work in French but most of our communications with our international colleagues are in English. It is therefore **an absolute must** to be at ease in both languages, both orally and in writing.
- You are passionate about HR and know how to develop relationships
- You demonstrate initiative, resourcefulness, common sense, and commitment
- You know how to listen, analyze, evaluate, and reconcile
- You are always in solution mode!
- You appreciate working in a team but are also very autonomous
- You are organized and rigorous
- You know how to adapt to rapid and frequent changes
- You're never afraid to ask questions
- You consider IT tools as allies
- You have integrity and irreproachable ethics, and understand the duties of discretion and confidentiality

YOUR TECHNICAL KNOWLEDGE

- In-depth knowledge of MS Office (Word, Excel, PowerPoint)
- Asset: Knowledge of BambooHR

YOUR EDUCATION AND EXPERIENCE

- 2 years of experience in a similar function or as a human resources generalist
- Degree in Human Resources or a related field
- Asset: Member of the Ordre des CRHA

WORK LOCATION AND SCHEDULE

- Montreal (HoMa), QC on request | Telework
- Flexible schedule from Monday to Friday but influenced by projects and requests