



EMPLOYMENT OPPORTUNITY Coordinator, Human Resources

ABOUT MARIANOPOLIS COLLEGE

Founded in 1908, [Marianopolis](#) is a private English-language college in Montreal specializing in pre-university education for about 2,000 students. A gateway to the world's top universities, the College's record of academic excellence, on-time graduation levels and university-acceptance rates into competitive programs is unmatched in Quebec.

As members of a close-knit community, Marianopolis employees have the opportunity to excel professionally and enjoy generous benefits as well as a stimulating environment associated with working at one of the province's premier post-secondary institutions.

POSITION

Title:	Coordinator, Human Resources
Supervisor:	Director General
Classification:	Class 6
Category:	Management
Status:	Permanent, full-time
Salary range:	78,015\$ to 104,017\$

NATURE AND SCOPE

Under the authority of the Director General, the Coordinator, Human Resources develops, implements and manages all human resources processes, while providing guidance and support to senior management, management and employees on all human resources matters.

RESPONSIBILITIES

- Is responsible for the administration, development, implementation and continuous improvement of all processes and procedures pertaining to human resources including recruitment and hiring; classification and pay equity; training and professional development; performance evaluation; leaves of absence; benefits and pension; labour relations, etc.
- Advises management in the interpretation and application of human resources policies, procedures, labour standards and collective agreements, in keeping with recognized best practices in human resources management.

- Acts as a resource person for employees on human resources policies, procedures, labour standards and collective agreements.
- Participates in institutional committees and working groups relating to human resources matters, notably labour relations and workplace health and safety.
- Manages the human, financial and material resources of the services under their responsibility and is responsible for the hiring, coordination, supervision, evaluation and development of all personnel under their supervision.

PROFESSIONAL ATTRIBUTES

- Excellent interpersonal and communication skills
- Service-oriented manner with a flexible and caring approach
- High-level organizational, analytical and problem-solving skills
- Strong sense of ethics and discretion
- Appreciation for the mission, vision and values of the institution

QUALIFICATIONS

- Bachelor's degree in Industrial Relations or Human Resources or a related discipline
- Member of L'Ordre des conseillers en ressources humaines agréés (CHRA/CRIA)
- Minimum five (5) years of experience in the management of human resources and labour relations dossiers, preferably within an educational setting
- Proficient in Microsoft Office and HR systems
- Fluently bilingual in English and French, both spoken and written

APPLICATION

Marianopolis College encourages applications from qualified individuals, including women, members of visible and ethnic minorities, Indigenous peoples and persons with disabilities. Only those applicants who are selected for an interview will be contacted.

To apply, please send your CV and cover letter to the Office of the Director General, attention: Elisabeth Livingston, e.livingston@marianopolis.edu.