

Job Vacancy Notice

Recruiting for: Human Resources Coordinator (Part-Time)

Competition #: M2017-04-017

Arnprior Aerospace Inc. combines facilities from Canada, the United States and Mexico to develop and manufacture aerospace structure and components for North America's largest aerospace companies. This opportunity is based at our Arnprior Aerospace Montreal facility, located in Saint-Hubert, Quebec.

Role: Under the authority of the Director of Human Resources, the incumbent assists the Human Resources organization and the Site Operations team, in administrative functions, performing all tasks and projects assigned.

Key Responsibilities/Requirements:

- Supports the Human Resources organization and Site Operations team through administration and application of HR related tasks and projects
- Ensures effective filing of departmental documents, memoranda, reports, correspondence, etc.
- Monitors and ensure company compliance with changing employment laws and company policies
- Ensures consistent application of policies, procedures and practices
- Administers group benefits such as group health & dental plans, disability plans & pension plans etc.
- Manages personnel and departmental records
- Supports the recruitment function by sourcing candidates, conducting phone interviews, scheduling interviews, and conducting reference checks
- Develops and delivers new employee orientation sessions and coordinates new hire activities
- Manages employee/employment status changes in all relevant systems and files
- Responds to employee enquiries and requests
- Manages internal communications such as site bulletin boards and/or newsletters
- Maintains company badging systems and processes as well as coordinates security access
- Other duties as assigned

Requirements & Qualifications:

- 2-4 years' experience working in a similar capacity;
- Post-secondary education (diploma or degree) in Human Resources Management or related field;
- Skills in database management, data mining and record keeping;
- Must be able to identify and resolve problems in a timely manner;
- Excellent computer skills, including Microsoft Word, Excel, and Outlook;
- Exceptional customer service skills, oral and written communication skills; interpersonal and organization skills;
- Able to exhibit a high level of confidentiality.
- Comply with the occupational health and safety standards of the company
- Solid knowledge of human resources principles, practice and legislation
- Bilingualism (French / English) is mandatory

Skills and Behaviours:

- Autonomy, discretion, resourcefulness and good interpersonal skills
- Trustworthy and capable of functioning under conditions requiring minimal instruction
- Ability to innovate and work under pressure
- Discrete, diplomatic and tactful

Applicants will be required to meet the requirements of the Government of Canada Controlled Goods Program (CGP) and the US International Traffic in Arms Regulations (ITAR). Interested applicants are requested to send their resume to the Human Resources Department of Arnprior Aerospace at hr@arnprioraerospace.com; or by fax at 613.623.1720. PLEASE INDICATE COMPETITION NUMBER **M2017-04-017** in the subject line.