



Montfort Renaissance, a Francophone organization, offers a continuum of community services in both official languages to improve the health and well-being of its clientele.

Internal and External Posting
Talent Acquisition and Training and Development Specialist

(1) Permanent Full-Time Position
Non-Union Position

The incumbent is primarily responsible for the full cycle recruitment, from partnering with members of the selection committee to the creation and opening of employee files. He or she will promote and provide a positive experience for candidates, while ensuring that the necessary follow-ups are completed to allow efficiency with the process and continuous growth of MRI. The incumbent is also responsible for facilitating the organization and implementation of the orientation and onboarding program as well as the development of staff members' skills.

Requirements:

- University degree in a Human Resources related field such as industrial relations or business administration. A combination of education and experience deemed equivalent may be considered;
- **Have two (2) to five (5) years of recent experience with similar tasks;**
- Good knowledge of the mechanisms related to human resources management;
- Solid organizational and time management skills to ensure that work-related activities are completed accurately and in a timely manner;
- Strong attention to detail;
- Discretion and respect for confidentiality;
- Flexibility, rigor and strong work ethic;
- Good knowledge and experience using MS Office and Human Resource Management software;
- **Excellent oral and written communication skills in both French and English at a superior level;**
- Advanced interpersonal skills with staff at all levels and clients.

WHAT WE CAN OFFER YOU:

- ✓ An annual salary between \$56,492 and \$62,371
- ✓ Competitive benefits including HOOPP Pension plan and continuing education opportunities
- ✓ Be part of a motivated team environment, employing a collaborative and continuous improvement mindset within a growing organization
- ✓ A freshly renovated working environment in a historic building

Please submit your résumé and cover letter to Human Resources by January 24th, 2021, to rh@mri.ca or by fax at (613) 562-3021.

www.montfortrenaissance.ca

We thank all applicants. Only those selected for an interview will be contacted.

At Montfort Renaissance, we are committed to fostering a healthy and accessible workplace. We therefore adhere to the principle of adaptation in the workplace. If you need accommodation, please contact us.

MRI is committed to the principles of employment equity in the workplace.