

DEGRANDPRÉ CHAIT

Human Resources Coordinator.

Join a dynamic, professional team whose mission is to humanize the traditional legal experience. Located in downtown Montreal, our law firm offers you a welcoming work environment focused on human capital and quality service. De Grandpré Chait represents a unique blend of tradition and innovation.

Profile.

De Grandpré Chait is looking for a Human Resources Coordinator. The incumbent plays an essential role in the execution and support of day-to-day human resources operations, demonstrating rigor and reliability. He/she actively participates in various HR functions, including supporting recruitment activities, onboarding and integrating new employees, and administrative support related to payroll and benefits.

Responsibilities.

Reporting to the Senior Manager, Human Resources, the Human Resources Coordinator will have the following responsibilities, among others:

- Act as the first point of contact for members of the firm for HR-related requests;
- Manage the HR email inbox and direct requests to the appropriate party;
- Support members of the HR department in their daily operations and provide clerical, administrative, and logistical support;
- Provide support in coordinating performance evaluations and annual salary reviews for the firm's members;
- Assist and support the human resources team in the planning and logistics of internal and external recruitment processes (postings, reference checks, interview scheduling, offer letters, opening employee files, etc.);
- Coordinate the onboarding and integration processes for new employees;
- Create and maintain electronic employee files in the ADP HR information system (HRIS) and in our internal directory;
- Work closely with and transfer relevant information to the payroll department;
- Ensure the effective and timely coordination of the various employee benefit programs offered by the firm (group insurance, RRSPs, employee assistance program, telemedicine service, corporate agreements, etc.);
- Update eligibility lists for various employee benefit programs with suppliers (employee and family assistance program, telemedicine, annual medical exam, etc.);
- Process monthly and punctual invoices;
- Draft letters and internal HR communications, follow up on nominations, and keep organizational documents up to date;
- Participate in various HR projects as needed;
- Perform all other related tasks.



Experience and knowledge required.

- Hold a technical degree in administration or a certificate in human resources;
- Have a minimum of two (2) years of experience in human resources or in a similar position;
- Have experience in a professional services environment, preferably legal services;
- Knowledge and/or proficiency in integrated human resources systems (HRIS), including ADP, is an asset;
- Excellent oral and written communication skills in French, as well as intermediate knowledge of English to respond to internal clients and suppliers on occasion;
- Strong proficiency in computer tools, particularly Microsoft Office 365 (Outlook, Word, Excel, PowerPoint).

Required skills.

- Highly developed sense of customer service, listening skills, and diplomacy;
- Ability to demonstrate tact and good self-control;
- Rigorous and autonomous;
- Excellent organizational, time management, and priority management skills;
- Agility in handling sensitive and confidential issues;
- Strong interpersonal and communication skills;
- Team spirit, curiosity, and desire to learn.

Interested in joining our team?

Send your resume to Valerie Proulx (Senior Manager, Human Resources) at recrutement@dgchait.com. Please note that only selected candidates will be contacted for an interview.