



## JOB OFFER

### **Human Resources Agent – Training and Organizational Life Components**

Regular position

35 hours per week (50% at the office and 50% teleworking)

#### **Working with us means:**

**Joining a dynamic, passionate and committed team.**

**Choosing a stimulating work environment focused on mutual support, respect and collaboration.**

**Accessing a career full of learning and professional development opportunities.**

#### **The Human Resources Agent must:**

Act as a resource and advisor to foster employee development and succession planning. This also involves supporting the mandates of the Human Resources department, particularly for employee onboarding and integration activities, staffing, and occupational health and safety. Furthermore, the organizational skills and commitment to quality work of the Human Resources Agent will be essential in carrying out their daily responsibilities. They must also:

- Provide customer service to employees, team leaders and managers for training and individual development activities (needs analysis, supplier identification, coordination, and activity follow-up).
- Collaborate on the development, implementation, and updating of talent development programs.
- Welcome new employees, coordinate onboarding and integration activities, and ensure administrative follow-up.
- Coordinate the occupational health and safety file and the activities of the Health and Benevolence Committee.
- Collaborate on staffing activities: evaluation of applications, telephone interviews, scheduling of tests and interviews, recruitment events, etc.
- Develop human resources processes and documents and contribute to their implementation, updating, and promotion within the organization.
- Participate in committees and support the department's activities.

## Requirements

- Bachelor's degree in business administration (with a focus on human resources management) counselling or industrial relations.
- Two years of relevant experience in training and human resources.
- Knowledge and understanding of First Nations cultures.
- Knowledge of the federal labour code.
- Knowledge of Microsoft 365.
- Excellent command of French and knowledge of English at a functional level.
- Availability to work flexible hours, as needed.

## Desired profile

- Strong relational skills.
- Great sense of ethics and confidentiality.
- Good ability to identify and manage priorities and manage several files simultaneously.
- Professional rigour and attention to detail.
- Ability to work effectively as part of a team.
- Good analytical mind.

## Salary

The gross annual salary is between \$54,254.20 and \$72,399.60 and varies according to the candidate's experience.

## Start date

As soon as possible.

## SUBMIT YOUR APPLICATION!

Send your curriculum vitae along with a cover letter **no later than 4:00 p.m. on May 10, 2026**, to: [rh@cssspnql.com](mailto:rh@cssspnql.com).

Only selected candidates will be contacted.

The FNQLHSSC prioritizes applications from the First Nations and Inuit.

