



HUMAN RESOURCES TECHNICIAN

(Maternity leave replacement)

The Organization

Welcome Hall Mission is a non-denominational, Christian humanitarian organization that has been serving Montreal's needy since 1892. This organization is in full expansion, with a dynamic team.

The Position

Reporting to the Counselor of Human Resources, the Human Resources Technician is in charge of processing bi-monthly pays of employees in accordance with the different laws, regulations and Labour Standards applicable. He manages cumulated hours and employee benefits and is involved in the end of year reports (T4 et RL-1). He prepares and fills out all reports and forms (Pay, CSST, R.E, etc.). He must be able to provide employee information's to government authorities, and assumes various Human Resources' duties.

The Candidates

An active Christian, sensitive to details, he has an irreproachable sense of ethics and confidentiality. He is able to work under pressure and his professionalism is remarkable. He has a college diploma or more and experience in the field. He has a strong knowledge of the Microsoft Office environment and payroll software's.

Salary

This is a full-time position, 37.5 hours/week. Salary will be commensurate with experience. Please include your salary expectations in your application.

Interested candidates may submit a letter of application (via e-mail, mail or fax), along with their resume to the address shown below.

Welcome Hall Mission

606, De Courcelle, Montreal, QC H4C 3L5

Tel.: 514-523-5288 • Fax: 514-906-0767

Email: cv@missionba.com • Web site: www.missionbonaccueil.com

Please do not call. Only the candidates that are considered will be contacted.