



HUMAN RESOURCES BUSINESS PARTNER

Department: Finance and Administration

Location: Montreal, QC, Canada

Status: Full-time

Date Posted: September 27, 2021

Are you interested in joining an organization that?

- Has over 30 years of experience providing innovative software simulation solutions in the Air Traffic Management (ATM) and Air Traffic Control (ATC) fields?
- Provides products and services to governments, colleges and universities, and defense and civilian ATC agencies worldwide?
- Offers a pay-for-performance compensation structure, tuition reimbursement, and access to various professional development opportunities?
- Has work/life balance programs in place and offers a holistic benefits package that is fully customizable based on your specific needs?

If this sounds interesting to you, continue reading about our job vacancy below.

The **Human Resources Business Partner** works closely with organizational members and leadership on all human resource-related issues. As an active member of the Management Committee, the successful Business Partner acts as an ambassador of Adacel's values and change agent, anticipating and acting on HR-related needs, in collaboration with the business. S/he maintains and enhances the Human Resources function by planning, implementing, and evaluating Adacel's Human Resources policies, programs, and practices. S/he also oversees employee relations, benefits, compensation and recruiting functions and consults with other members of Adacel's leadership team on a frequent basis.

Essential Duties and Responsibilities:

- Oversees the Human Resources function for the Canadian office and international locations.
- Writes directives advising Adacel employees of policies regarding equal employment opportunities, compensation, employee benefits, performance management, etc.

The duties, responsibilities, and qualifications noted in this job posting were derived from Adacel's Human Resources Business Partner job description dated September 27, 2021.

- Consults legal counsel, when applicable, to ensure that policies comply with applicable legislation.
- Maintains a Human Resources Information System and supplies members of the leadership team with the data requested.
- Supports the Executive team with various initiatives to improve the general well-being and work/life balance of Adacel employees.
- Provides day-to-day performance management guidance to Leaders (e.g., coaching, counseling, career development, disciplinary actions).
- Works closely with Leaders and employees to improve work relationships, build morale, and increase productivity and retention.
- Makes recommendations regarding benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, and the Employee Assistance Program.
- Develops contract terms for new hires, promotions, and transfers.
- Recruits, interviews, tests, and selects candidates to fill vacant positions.
- Plans and conducts New Hire Orientation to foster positive attitude toward company goals.
- Maintains participation records for employees who enroll in the pension plan and health and wellness benefits plans.
- Administers personnel transactions for new hires, promotions, transfers, performance reviews, and terminations.
- Responds to inquiries regarding Human Resources policies, procedures, and programs.
- Administers the Performance Review Program to ensure effectiveness, compliance, and equity.
- Administers the Compensation Program to ensure compliance and equity.
- Conducts wage/salary surveys within the labor market to determine competitive wage/salary rates.
- Prepares and maintains the budget for Human Resources operations.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Manages and organizes corporate social events.
- Provides guidance and input on business unit restructures, workforce planning and succession planning.
- Leads the annual charity campaign for the Canadian office.
- Performs other duties as assigned by Supervisor.

Required Qualifications:

- Bachelor's degree in Human Resources Management, Business Administration, Psychology or a related field.
- In-depth knowledge of employment law, benefits and pension plans.

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- Previous experience working in a leadership role in the Human Resources field.
- Previous experience utilizing an Enterprise Resource Planning system.
- Professional Human Resources Certification.
- Good verbal and written communication skills.
- Bilingual in French and English.
- Knowledge of Microsoft Office products such as Word, Excel, PowerPoint, and Outlook.

Desired Qualifications:

- 5-7 years of experience working in the Human Resources field.

How to Apply:

- You may apply by sending a copy of your resume/CV to careers@adacel.com.

Adacel Inc. is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to age, civil status, disability, ethnic origin, language, political convictions, pregnancy, race or color, religion, sex, sexual orientation, social condition or gender identity or expression.