**We are seeking a HR Generalist to join our Team!**

Yaldei is a one of a kind private not-for-profit developmental center and school dedicated to helping children with developmental challenges reach their full potential. Looking for a dynamic person to join our team and make Yaldei the best place to work.

This is a great opportunity for a professional who is interested in the challenge of creating a human resources service in collaboration with the leadership team while promoting the center’s and school’s values.

Reporting to the Executive Director, you will be responsible for leading all aspects of the HR functions which will include talent acquisition, learning and development, total rewards, performance management as well as value-based policies and efficient processes.

You will be responsible for fostering a dynamic culture which is built on the foundation of trust, team work and communication. As the Human Resource Generalist you will be the resource point person for all employees and management within the organization throughout the entire employee cycle.

This role will require a strong relationship building ability and collaboration with all departments to be successful.

**Your main responsibilities will be:**

* Design, implement and enhance HR tools, programs and processes to reflect the center’s changing needs;
* Manage the full cycle recruitment including sourcing, screening, interviewing, referencing and presenting offers;
* Conduct orientations and provide support to management and employees throughout the onboarding process;
* Provide guidance and support to management regarding the application and implementation of

solutions, constructive feedback, programs, procedures and tools related to human resources;

* Act as an advisor for management regarding employee relations in order to guide them to take the best approach;
* Respond to employee requests and questions in a constructive and timely manner;
* Oversee and manage the performance appraisal process as well as support department leaders with career path, employee development and create and develop tools and programs;
* Analyze and create reports on HR metrics for current HR programs and processes, and identify and recommend improvements to increase the efficiency and credibility of HR services;
* Manage employee files and update information;
* Responsible for Health and Safety prevention;
* Manage disability and CSST claims;
* Ensure compliance with employment laws and regulations, promote and implement best practices

**Candidate Qualifications**

* Bachelor degree in Human Resources, Business Administration or a related field
* Minimum of 3 years work experience in a human resources generalist role.
* Extensive knowledge of all employment legislation and regulations, in Quebec.
* CRHA or CHRP, a definite asset
* Strong leadership & coaching skills
* Change management experience
* Strong and demonstrated interpersonal skills
* Demonstrated critical thinking, initiative and good judgement as well as constructive problem solving.
* Ability to set priorities, and work in an organized manner.
* Understanding and respectfulness of the Jewish culture, and its mandate to serving children of all cultures and how these affect employees and the child’s point of view.
* Excellent French and English verbal and written communication skills.
* Knowledge of Microsoft Office, and proficient in a technical environment.

***To support your integration in this new job, we offer coaching services from an experienced HR professional. Be part of our team. To apply, email your resume to******HR@Yaldei.org***

***We thank all applicants for their interest however only those selected for an interview will be contacted.***

[www.yaldei.org](http://www.yaldei.org)