



JOB POSTING

HUMAN RESOURCES TECHNICIAN

The FNHRDCQ is an organization that has a major impact on the professional and personal success of the Aboriginal workforce in Quebec. We are the provincial experts in First Nations employability and act alongside 27 member communities and 4 urban service centers.

- ⊗ As a technician, you will coordinate and develop simple and efficient work methods to maintain a distinctive employer-employee experience at all stages of the employees' professional life.
- ⊗ You pay close attention to developing and maintaining relationships, especially when it comes to helping others without putting pressure on them?
- ⊗ Adhering to established guidelines and procedures is one of your strengths, and you would love to raise the bar to increase efficiency and happiness at work?
- ⊗ Your communication style is described as open, free flowing but convincing! You love working with others and helping them solve their challenges?
- ⊗ Are you proficient in Office 365 and recruiting platforms?
- ⊗ Do you have a college diploma (DEC) in administrative techniques or human resources management or an attestation of collegial studies (AEC) in the same fields and relevant experience?

Do you recognize yourself? You may be the Human Resources Technician that the First Nations Human Resources Development Commission of Quebec is looking for! Don't miss this opportunity and send us your resume before **October 31, 2021**, at rh@cdrhpnq.qc.ca.

***We offer competitive benefits including the best pension plan in the province, advantageous group insurance, 4 weeks of vacation after 1 year, 13 statutory holidays per year and a collaborative and dynamic work environment! ***

Note: This is a permanent, full-time position. With equal qualifications, priority will be given to First Nations. For more information, please contact the Human Resources Department at rh@cdrhpnq.qc.ca.

