

**We are**  
looking for  
a candidate  
like you!



## JOB OFFER

# HR Coordinator

Salary between \$52 000 and \$83 200

Your interpersonal skills propel you to where you want to be in your career and you want to be part of a motivated, dynamic and dedicated team.

Whether you are a new graduate or experienced, this opportunity is for you!

## ✓ About us

For over two decades, we have demonstrated an insatiable curiosity and desire to continuously improve. We are passionate about what we do, and we are determined to provide innovative and efficient solutions that exceed our clients' highest expectations.

Ganex invests in outstanding people of diverse background and talents and empowers them to achieve more than they could elsewhere. Our work combines advice with action and integrity that is why we are recognized as our clients trusted partner.

Our team of specialists being professional and responsive, we are always available for our clients when they need us.

## ✓ Candidate profile

You will provide support and advice to managers and employees on a wide range of subjects such as recruitment, performance management, HR marketing, health and safety, in support of our vision and values. In addition to day-to-day HR operations, you will develop and implement HR programs and policies to support the growth and overall strategy of Ganex.

## ✓ Your role

- Participate in full-cycle recruitment;
- Recommend and implement strategies for attracting and acquiring required expertise and talent;
- Develop and manage on-boarding processes to ensure the effective integration of new employees;
- Contribute to strategic planning related to human resources and organizational thinking;
- Develops an effective internal communication and HR marketing strategy and manage our social media;
- Contribute and improving team performance;
- Provide advice and expertise on employee health, safety and well-being
- Identify learning and development opportunities and develop our employees through on the job training.

## ✔ What we are looking for

- University degree with a Human Resources major or any other combination of equivalent training and experience;
- Outstanding interpersonal skills and team player;
- Ability to manage multiple tasks and deadlines in a fast-paced environment with minimal guidance at times;
- Detail-oriented, discretion and respect for confidentiality;
- Excellent verbal and written communication skills;
- Knowledge of french would be a strong asset.

## ✔ What we offer

- A permanent and full-time position;
- An attractive remuneration based on your experience;
- A medical, salary, disability, life insurance program;
- Possibility to contribute to a Registered Retirement Savings Plan (RRSP) jointly with the employer.



### Possible Workplaces

1283 Teron Road, Kanata, ON

700 2nd St SW, Calgary, AB



### Start date

To be discussed



Please send us **your resume** and **cover letter** to the attention of the human resources service.



For any questions or to submit your application, please contact us:

[cv@ganex.com](mailto:cv@ganex.com)