



The McCord Museum celebrates our past and present lives – Our history, our people, and our stories. A Museum that mirrors a city open to the world, the McCord is an intelligent Museum that connects individuals with cultures and communities, offering a current take on today's issues. Contemporary and interactive, the McCord encourages us to reflect upon the past while engaging with the present.

The Stewart Museum holds a unique collection of nearly 27,000 artefacts, archival documents and rare books that show the European presence in New France and North America up to the present. The Museum's main mission: to conserve and exhibit these objects, which relate to the voyages, scientific advances, feats of arms, beliefs and daily life of our ancestors.

The McCord and Stewart museums are two renowned social history museums operating, since 2013, under the name McCord Stewart Museum. All of the McCord Stewart Museum's activities revolve around six core values: rigour, integrity, inclusion, audacity, creativity and commitment.

We are seeking an  
**HUMAN RESOURCES ADVISOR**  
Reference # 201709E

The Operations Branch plays an important role in providing administrative, financial and accounting services to a staff of 125 persons. The Museum's Human Resources Department provides an effective and dynamic team adhering to best practices of human resources management.

Under the supervision of the Head of the Human Resources department, the incumbent will be responsible for the hiring process, as well collecting, analyzing, preparing data pertinent to the HR management and payroll systems while ensuring proper application of collective agreements, adherence of standards, laws and regulation, policies and procedures.

#### **Roles and Responsibilities**

- Organize and manage the entire staffing process cycle (recruitment, selection and integration) of employees by integrating new trends in staffing
- Contribute to the development, implementation and management of human resource management policies and programs
- Retain a thorough and updated knowledge of human resources practices, legislation and policies to respond to employee and management inquiries
- Participate in the planning, development and management of training activities
- Animate welcoming sessions
- Collaborate in collective agreement negotiations and draft minutes
- Participate in the writing of procedures and reviewing policies
- Organize and contribute to the Health and Safety Committee to promote and maintain a healthy and safe workplace

#### **HR Technical Component**

- Maintain and update all information on personnel movements, hiring and departures in Human Resources Software
- Handle more complex cases such as absences of any kind (maternity, short and long-term disability, CNESST, etc.)
- Ensure records regarding entitlements are up to date (holidays, illnesses, etc.)
- Perform various calculations and accounting analyzes as required
- Maintain and update the group insurance dossier
- Verify that the payroll transmission data is error-free prior to and after processing
- Prepare Records of Employment as required
- Respond to requests for information from employees.

#### **Employment Conditions**

- Full-time position beginning in May 2017; 35 hr per week work schedule
- Compensation commensurate with experience with competitive benefits

#### **Qualifications and Profile Required**

- University degree in Human Resource, or related field  
Minimum of two (2) years' experience in similar positions (in a museum or cultural organization would be an asset)
- Proficiency in Windows programs (MS Office, Excel, Word, Outlook)
- Fluency in English and French (written and spoken) and writing skills
- Honest, responsible, very discrete and motivated
- Excellent customer service, good judgement, and maturity
- Ability to work autonomously and to meet deadlines
- Organizational skills and negotiation skills
- Capacity to work as part of a team and with critical deadlines; focus on customer service

Applications for the position will be accepted until **April 24, 2017 (Ref.: #201709E)**. Qualified candidates are encouraged to apply by email. Please provide: **1) Letter of intent 2) Curriculum vitae 3) Salary expectations**  
Forward to: Human Resources Department  
By e-mail: [rh.mccord@mccord-stewart.ca](mailto:rh.mccord@mccord-stewart.ca) or by mail: 2175 Victoria Street, Montreal, QC H3A 2A3

For details on the McCord and Stewart museums, please consult our websites:  
[www.mccord-museum.qc.ca](http://www.mccord-museum.qc.ca) and [www.stewart-museum.org](http://www.stewart-museum.org)  
Although we thank all applicants for their interest, only selected candidates will be called for an interview.