



The McCord Museum is the museum of all Montrealers, a social history museum that celebrates life in Montreal, both past and present—its history, its people, and its communities. Open to the city and the world, the Museum presents exciting exhibitions, educational programming and cultural activities that offer a contemporary perspective on history, engaging visitors from Montreal, Canada and beyond. It is home to over 1.5 million artefacts, that make up one of the largest historical collections in North America, comprising Dress, Fashion and Textiles, Photography, Indigenous Cultures, Paintings, Prints and Drawings, Decorative Arts, and Textual Archives. McCord Museum: Our People, Our Stories.

The Stewart Museum is a Montreal history museum founded more than 60 years ago that celebrates the European influence in New France and North America from the 17th century to today. Located on an exceptional heritage site, the institution offers original exhibitions that draw on its rich collection and take a contemporary look at history. The Museum has a unique collection of 27,000 artefacts, which includes scientific, decorative arts and military objects as well as rare books and textual archives.

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 OFFICER
Reference # 201918E

The Operations Branch plays an important role in providing administrative, financial and accounting services to a staff of 125 people spread over two sites. 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 (• job description, postings, pre-selection, interviews, offer, welcome and integration) of new 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 monitoring of training activities
- Collaborate in collective agreement negotiations and draft minutes
- Participate in the writing of procedures and reviewing policies
- 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 complex cases such as absences of any kind (maternity, short and long-term disability, CNESST, etc.)
- Perform various reports, 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
- Support Head of the Human Resources in various projects

Employment Conditions

- Full-time position beginning in April 2019; 35 hr per week work schedule, indeterminate duration
- Compensation commensurate with experience plus extensive benefits package, 6 months of probation period
- Stimulating and collegial work environment

Qualifications and Profile Required

- University degree in Human Resource, or related field, CHRP designation is considered an asset
- Two (2) years experience in similar positions and one (1) year in talent acquisition (in cultural organization, an asset)
- Strong computer skills and experience using MS Office including Excel for reporting purposes
- Knowledge of HRMIS and a recruiting software (ATS), an asset
- Fluency in English and French (written and spoken) and writing skills
- Honest, responsible, very discrete and motivated
- Excellent customer service, good judgement, responsible and maturity
- Ability to work autonomously and to meet deadlines
- Exceptional organizational and strong prioritization skills; problem solving skills and negotiation skills
- Ability to establish and maintain excellent interpersonal relationships with colleagues

Applications for the position will be accepted until **April 1st, 2019 (Ref.: #201918E)**. 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 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 and www.stewart-museum.org

Although we thank all applicants for their interest, only selected candidates will be called for an interview.