



### **Talent Acquisition & Human Resources Advisor**

Reporting to the HR Director, the Talent Acquisition & Human Resources Advisor will assume an advisory and operational role with the assigned client groups (shared with his/her colleague) and will be responsible of the files and projects related to the assigned HR specialities.

#### **Primary Responsibilities:**

- Effectively and creatively assume all stages of the staffing cycle (recruitment, selection, hiring, onboarding and integration). This responsibility represents approximately 50% of the time.
- Advise and proactively support its client groups in areas such as performance management, skills development, total compensation, etc.
- Perform various operational and administrative tasks, such as: enrollment and monitoring of group insurance and RRSPs, analysis and compilation of HR data, etc.
- Contribute to the development of HR policies, procedures and tools.
- Actively participate in various organizational development projects (development of the employer brand, maintenance and strengthening engagement, skills development, etc.).
- Develop and facilitate presentations or workshops, as required.
- Organize various social and recognition activities.
- Any other related task.

#### **Requirements:**

- Bachelor's Degree in human resources and industrial relations.
- 4 to 5 years of experience in a role of Generalist.
- Interest in recruitment.
- Strong ability to work on several files at the same time.
- Very comfortable with different recruitment platforms and social networks (LinkedIn, Indeed, Facebook, Instagram, etc.).
- Bilingualism.
- Experience in a manufacturing environment an asset.

Please submit your resume to [cv@synmedrx.com](mailto:cv@synmedrx.com)