

Eltec , an Element Group company , is recruiting several key positions as we expand our manufacturing footprint and increase our employment base.

Eltec is a Quebec manufacturing success, based in Val d'Or, Quebec. We will soon be celebrating our 10th anniversary with a significant investment in our manufacturing facilities and the people who build our forest harvesting equipment.

Interested candidates should apply by sending their CV directly to our Chief Operating Officer, Stéphane Bergeron: [pelement@tecelement.com](mailto:pelement@tecelement.com)

HUMAN RESOURCES BUSINESS ADVISOR

### **JOB DESCRIPTION :**

Reporting to the General Manager, the Advisor must provide advisory and/or functional support to managers and act as a resource person for collaborators and managers in addition to participating in the realization of various projects and supporting Management in achieving objectives. The role includes the following elements:

- *Interpersonal relations* : Manage the consistency of management, the organizational climate and the culture in terms of human resources. Represent the voice of employees to management. Act as HR point of contact and facilitator with managers and collaborators when required.

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- *Human resources and labor relations management* - Support and coach managers in the management of human resources and labor relations, maintain good relations with employees, manage disagreements and complaints, coordinate HR processes and provide support to employees. managers for their implementation (e.g. performance evaluation, salary review).

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- *Recruitment* – Coordinate the stages of recruitment, selection, reception and integration. Prepare the documents necessary for the job offer and hiring, participate in the development and monitoring of integration plans.

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- *Administrative component and role of expert* - Prepare documents concerning changes to the employee's file, answer all questions relating to the benefits program, interpretation of policies in force or any other subject.

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- *Occupational health and safety* - Coordinate and participate in committees
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- *Organizational development and training* - Participate in organizational development initiatives by proposing development plans, assessing training needs, participating in various HR projects.
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### **POSITION REQUIREMENTS :**

- Bachelor's degree in industrial relations or human resources, or equivalent
  - Strength in advisory role
  - Good problem-solving and analytical skills
  - Bilingualism and excellent French grammar
  - Good customer approach
  - Proficiency in the Microsoft Office suite
  - Excellent sense of organization
  - Ability to adapt and manage several files simultaneously
  - Autonomy
  - Concern for confidentiality
  - Listening and empathy
  - Sense of ethics
  - Communication skills
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### **POSITION TYPE :**

- Permanent position, full time
- 40 hours / week
- Monday to Friday working hours
- Will be required to travel to different sites

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We are willing and able to train people who demonstrate a willingness to learn and increase their skills.

What we offer :

- salary competitive
- full Insurance plan
- Employer matching contributions for retirement savings plan
- Favorable work schedule

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