

## HUMAN RESOURCES TECHNICIAN

(Temporary position with possibility of permanency)

NuChem Sciences, a contract research company in organic synthesis and biology, is in full expansion and is looking for a candidate to fill a temporary Human Resources Technician position in our new facilities located in Saint-Laurent, Montreal. This position will be temporary, for a minimum of one year with possibility of permanency. The candidate will be working from our new facilities in Saint-Laurent, Montreal. NuChem provides integrated services to early drug discovery projects for our clients spanning from Medicinal Chemistry, ADME/PK, Biochemistry, Cell Biology and *In Vivo* Pharmacology, in the area of small molecule drug discovery. Visit [www.nuchemsciences.com](http://www.nuchemsciences.com)

We believe in a work environment that should be fun, safe and productive. We are focused on attracting, retaining, developing and advancing our people to their full potential by rewarding bold ways of thinking and integrating inclusive behaviors into every aspect of our work.

The Human Resources Technician will play a key role in the success of the company by actively contributing to the recruitment of talented people. As part of their duties, the incumbent will also support the Director of Human Resources in the planning and implementation of various human resources initiatives and projects.

### RESPONSIBILITIES:

- Participate in the employee hiring process: carry out job postings on different platforms, analyze resumes received, conduct interviews; employment letters, etc.);
- Participate in writing job descriptions;
- Build a relationship with universities in order to be able to promote the company and encourage recruitment;
- Plan and coordinate the orientation of new employees to promote their integration;
- Act as a resource person for practices, programs and benefits for all employees and managers;
- Participate in the annual performance evaluation and appraisal process;
- Participate in the coordination and planning of training activities;
- Write memos, policies, appointments, departures, etc;
- Ensure compliance with current policies/laws and necessary updates;
- Work in collaboration with the Director of Human Resources, participate in the review of existing programs and in the development, implementation and ongoing management of new HR programs. This includes benefits, performance and workforce management, training and development, recruitment and wellness;
- Ensure the development and updating of various human resources registers and reporting requirements so that they are always up to date;
- Other related tasks.

## REQUIREMENTS:

- Bachelor's degree in Human Resources, DEC in Administration or any relevant experience;
- Excellent ability to communicate in French and English (oral and written);
- Proficiency in Microsoft Office suite;
- Discretion and professionalism;
- Ability to work independently and perform various tasks effectively;
- Good ability to solve problems;
- Sense of responsibility and good judgment;
- Excellent organizational and time management skills;
- Strong interpersonal skills;
- Positive attitude.

## COMPENSATION AND BENEFITS:

### Salary:

- Competitive and based on experience.

### Additional pay:

- Annual bonus incentive plan.

### Advantages:

- Flexible hours;
- Health and dental care;
- Disability insurance;
- Life insurance;
- RRSP employer's matching program;
- Telemedicine program;
- Continuing education;
- Professional development.
- Casual dress code;
- Free on-site parking;
- Possibility of teleworking.

### Schedule:

- Monday to Friday, 37.5 hours

*Interested candidates can send their CV by email to [emily.phaneuf@nuchemsciences.com](mailto:emily.phaneuf@nuchemsciences.com)*



NuChem Sciences Inc.  
201-2350 Cohen  
Saint-Laurent QC  
H4R 2N6 Canada  
514 416 5659  
[nuchemsciences.com](http://nuchemsciences.com)