

JOB DESCRIPTION

Title of Position	Director, Human Resources (12-14 months)
Department	Human Resources
Immediate Supervisor	Chief Risk & Compliance Officer
Location	Blainville, Qc

Summary of the Role:

As part of the Human Resources team, the Director, Human Resources executes the operational needs of the Human Resources Department and business strategy and related HR Strategy for the Canadian Operations at Hitachi Systems Security. The Director, Human Resources develops, maintains and enhances the company's human resources by planning, developing, implementing, and evaluating human resources policies, programs, and practices.

Primary Responsibilities:

- Work with the executive and senior management teams on implementation of strategy and provide HR advice/guidance;
- Partner with management to create, monitor, implement and communicate Human Resources policies, procedures, and programs to ensure workforce requirements, legal compliance, equity and alignment with Hitachi Systems Global practices;
- Main point of contact with Hitachi Systems Ld. Human Resources department in our headquarter in Tokyo;
- Deploy Hitachi global Human Resource initiatives, analyses and report results to headquarter on a quarterly and annual basis;
- Responsible for manpower planning through the human resource requirement, recruitment and selection of the -suitable candidates;
- Administer and develop Global Performance Management program to align performance management systems with company goals and compensation structure including performance development plans and employee career development programs;
- Coach managers in their communication and feedback related to their direct reports;
- In collaboration with technical staff, creates and updates job descriptions and analyzes job requirements for all positions in the organization;
- Monitor pay practices/renumeration for effectiveness and cost containment including participation in the annual Mercer market research survey as required by Hitachi Systems in Tokyo;
- Collaborate with the Marketing department to develop the HR-Marketing strategy through development of our employer brand strategy, events, and communications;

- Ensure that the Company Health and Safety program adheres to the provincially legislated requirements;
- Responsible for the administration of employee benefit programs;
- Overview immigration related processes and documentation required for ex-pats and employees with a work permit;
- Manage the HR team;
- Manage all HR internal communications;
- Ensure strict confidentiality with all Human Resources related communication and information;
- Travel to Japan at least once per year to attend the Global HR Conference in Tokyo;
- Other duties as required within the scope of Human Resources.

Qualifications Required:

- Bachelor's Degree in Social or Behavioural Science or related field or an equivalent combination of education and experience;
- Minimum of 8 years of experience and knowledge in Human Resources related areas;
- Extensive knowledge of Québec immigration laws and practices;
- Proficiency with Microsoft Office Suite products;
- Possess a high level of integrity, confidentiality, and accountability;
- Demonstrate a strong work ethic and positive team attitude;
- Able to successfully manage multiple tasks simultaneously, effectively and accurately in a very fast paced and changing work environment;
- High flexibility and adaptability to constant changes;
- Strong interpersonal and leadership skills;
- Able to establish and maintain effective working relationships with individuals at all levels of the organization, including external contacts;
- Bilingualism – French and English, verbal and written.

We offer:

- Professional environment of cutting-edge technology
- Dynamic work environment
- Group insurance plan
- Flexible schedules
- Team spirit and dedication to service excellence
- Sense of belonging to a global, brand-name organization