



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/06/30

Technician, Employee Experience (Temporary - 18 Months)

Job ID	2E-1E-43-5E-25-97	
Web Address	https://careers.indigenous.link/viewjob?jobname=2E-1E-43-5E-25-97	
Company	PSP Investments	
Location	Montreal, Quebec	
Date Posted	From: 2024-06-17	To: 2024-08-16
Job	Type: Fixed-term	Category: Human Resources
Languages	English, French	

Description

ABOUT US

We're one of Canada's largest pension investment managers, with CAD\$243.7 billion of net assets as at March 31, 2023.

We invest funds for the pension plans of the federal public service, the Canadian Forces, the Royal Canadian Mounted Police and the Reserve Force. Headquartered in Ottawa, PSP Investments has its principal business office in Montreal and offices in New York, London and Hong Kong.

Capturing and leading complex global investments requires us to work as one to seize valuable opportunities, in close collaboration with some of the world's top companies. At PSP, you'll join a team of motivated and engaged professionals, dedicated to propelling our organization further than ever before.

EXPERIENCE THE EDGE

At PSP, we encourage our employees to grow, forge powerful relationships, contribute and fuel inspired investment launchpads. We are committed to a culture that fosters collaboration and allows us to think beyond, in an interconnected way. We advocate for our employees to speak-up, learn, experiment, share, and be part of an inclusive work environment where diversity is embraced.

ABOUT YOUR ROLE

As a Technician, Employee Experience you'll:

Execute human resources support activities, including:

Ensuring a high level of customer service and acting as the main point of contact for all PSP employees and our human resources team;

Analyzing requests according to HR policies and entering employee movements in the Workday system: hires, end of employment, lateral moves, parental leave, salary changes, expatriations, reorganizations, etc.

Executing job posting requests/job translations, including coordinating with 3rd party vendors/sites where required.

Deploying and monitoring pre-employment (background) checks through an external supplier;

Preparing HR documents for all candidates and employees : write letters to employees, lay out presentations, update documents and translate as required. Use DocuSign software to manage signatures;

Participating in recurring HR processes: renewal of vacations, promotions, renewal of insurance, hiring and end of employment of cohorts of interns, etc.

Performing various follow-ups: end of contract, tasks pending in Workday, future payments, expiration of work permit, etc.

Performing and analyzing various reports;

Managing the administrative aspects related to payroll preparation, prepare payroll instructions and liaise with the payroll team, such as performing calculations and/or payments from vacation and overtime banks;

Approving payments and modifications in the Concur (finance) and IAM (access management) systems;

Documenting procedures: suggest process enhancements and improve the user experience of Workday users;

Participating in the realization of various projects carried out by the Human Resources team.

WHAT YOU'LL NEED

Diploma of college studies in administration (human resources option) or University degree in human resources

management, or any other related field

Experience in a human resource department or in administrative support combined with experience in client services

Ability to deal with specific requirements related to audits and governance

Strong attention to detail-oriented, possess excellent organizational skills enabling you to manage priorities and respect deadlines, and demonstrate an analytical mind

A proactive and agile service orientation, team spirit approach, and an interest to improve processes

Demonstrate an autonomy and high level of discretion and professionalism

Flexibility, adaptability and interest in being part of a growing organization

Knowledge of HR and payroll systems recognized in the market (asset)

Proficiency with Microsoft Office Suite (Outlook, Excel, PowerPoint)

Excellent communication skills in English and French (spoken and written)

We offer a tailored employee experience and competitive total rewards and benefits package* designed to attract and retain global diverse talent, reward performance, and reinforce business strategies and priorities. Beyond salary and incentive pay eligibility, you have access to:

Investment in career development

Comprehensive group insurance plans

Unlimited access to virtual healthcare services and wellness programs

Competitive pension plans

Vacation days available on day one with additional days on milestone service anniversaries, and summer Friday afternoons off

Inclusive paid parental leave policy: up to 26 weeks for primary caregivers, 5 weeks for secondary caregivers

A flexible hybrid work model with a mix of in-office and remote days based on business groups, teams, and roles

*Benefits package may vary based on your employee type.

At PSP, we aim to provide an inclusive workplace where we leverage diversity and where everyone feels valued, safe, respected and empowered to grow. As part of this leadership commitment, we strongly encourage applications from all qualified applicants and strive to offer an inclusive and accessible candidate experience. If you require any accommodation for any part of the recruitment process, please let us know.

Visit us on www.investpsp.com/en/

How to Apply

Click "Apply Now"