



JOB TITLE: Bilingual Human Resources Business Partner (English/French)
DEPARTMENT: Human Resources, Worldsource Wealth Management Inc. (“WWM”)
REPORTS TO: Vice-President, Human Resources
LOCATION: Markham, ON or Montreal, QC

JOB STATEMENT:

The Bilingual Human Resources Business Partner (HRBP) will work closely with key leaders across the business to advance the talent agenda and support day-to-day people matters. As the go-to people resource for the business, the HRBP thinks strategically and collaborates across a wide range of teams and levels. The HRBP will support across a spectrum of HR matters, including:

- Coaching and development
- Employee relations and performance management
- Recruitment
- Payroll Support

As a key culture builder within the organization, the HRBP will help champion the WWM values and find ways to continuously incorporate these values in our people processes.

ESSENTIAL FUNCTIONS:

- Develop strong relationships with the business and provide consultative services to all levels of staff in all areas of HR, including employee relations, recruitment, performance management, employee development, compensation, termination and succession planning;
- Proactively develop, plan and deliver full life-cycle recruitment activities and innovative strategies to identify the best candidates;
- Act as a point person for general HR inquiries from all staff, including HR policy application, benefits, pension and other HR programs;
- Backup for payroll as required;
- Oversee the on-boarding and off-boarding process, including conducting exit interviews and working with leaders to create action plans/retention strategies as needed.; and
- Carrying out other HR projects and functions as assigned.

QUALIFICATIONS:

- Post-secondary education in Human Resources
- 5+ years of HR Generalist experience (experience in client management and employee relations)
- Strong verbal and written communication skills in both English and French
- Strong consultative, negotiation, conflict resolution and problem solving skills
- Payroll experience would be preferred and considered an asset
- Ability to establish credibility and influence as an HR resource
- Superior organizational skills in order to juggle multiple competing priorities effectively, among multiple business units
- CHRP or CHRL designation preferred
- Ability to handle sensitive and confidential information in a professional manner
- Professional and customer centric attitude

- Strong knowledge of Microsoft Outlook, Word, Excel and PowerPoint, Ceridian Dayforce

COMPENSATION:

Commensurate with experience

If you are interested in applying for this position, please forward a cover letter and resume in confidence to careers@worldsourcehealth.com.

Worldsource is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Worldsource will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

We thank all applicants for their interest but only those selected for an interview will be contacted.