

Are you ready to be a part of something bigger? As one of Canada's Best Managed Companies, Mega Group values the talents and abilities of our employees and seeks to foster an open, cooperative, and flexible environment in which employees can thrive. Being a proudly Canadian company means we're always looking for smart, enthusiastic, and passionate team members who reflect the communities we serve. Join our team today and take pride in helping our neighbours turn their businesses into success.

Make an impact on our Human Resources team as a Human Resources Specialist in our Boucherville office.

What you will do:

- Perform full-cycle recruiting.
- Perform orientation for new hires.
- Administer the company benefit and pension programs
- Assist with administering the performance management program.
- Assist with internal and external HR related inquiries or requests.
- Provide coaching to managers and employees on HR related issues.
- Assist with the annual salary review process.
- Coordinate and lead training sessions with staff as required.
- Develop training material for Mega University.
- Create and communicate HR-related content to staff as required.
- Maintain employee records, ensuring proper documentation is on file for each employee.
- Assist in ad-hoc HR projects as required.
- Stay up to date on HR trends, legislation, and best practices.

What you offer:

- Post-secondary degree/diploma in Human Resources is required.
- Bilingualism (French/English) is required.
- 3 or more years of experience in the human resources field.
- Experience in the recruitment process with a full understanding of HR functions.
- Excellent written and verbal communication skills.
- Ability to maintain a high level of discretion and confidentiality.
- Demonstrated sound judgement and decision-making skills while adapting to changing priorities.
- Strong attention to detail and ability to problem solve
- Intermediate proficiency in Microsoft Office Suite and Canva.

What we offer:

- Health and Dental coverage
- Health Care Spending Account
- Lifestyle Account
- Gainshare
- RRSP Plan
- Employee Assistance Program
- Social and charity committees
- Hybrid work possibilities
- Healthy work-life balance

- Positive company culture
- Training and development opportunities
- The personal fulfillment of supporting local businesses

Who we are:

Making independent retailers stronger is not just a tagline, it is our entire reason for being. For more than 55 years, Mega Group has provided a competitive edge to like-minded Canadian independent home goods retailers by providing programs and services that save them time and money. Entirely member-owned, Mega Group provides the combined expertise and scale in the areas of Retail financial support, Digital business, and Business Fundamentals that our members cannot easily access or afford on their own.

Want to learn more? Check out our [website](#) and follow us on [Facebook](#).

Our goal is to support local businesses. We believe the best way to do that is by building a team with various backgrounds, cultures, and perspectives to help make our vision a reality. Diversity and inclusion fuel our innovative solutions and unite us with our members and the communities we serve. We have a nationwide, multicultural, and diverse member base - we want to reflect that inside our walls.