



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 with our Human Resources team as a **Human Resources Advisor** in our **Boucherville** office.

### **What you will do:**

#### **Manager and Employee Support**

- Serve as a trusted HR advisor to managers on day-to-day people matters.
- Provide guidance on performance management, employee relations, talent development, and employee engagement.
- Coach managers through complex and sensitive employee situations.
- Help foster a positive, inclusive, and high-performing workplace culture.

#### **Talent Acquisition and Onboarding**

- Manage the full recruitment cycle for professional and administrative positions.
- Partner with hiring managers to identify talent needs and develop effective hiring strategies.
- Coordinate onboarding activities and ensure a seamless employee experience from day one.
- Support employer branding and talent attraction initiatives.

#### **Performance and Talent Development**

- Assist managers with performance management processes and employee development plans.
- Identify learning and development opportunities to support employee growth.
- Contribute to talent management and succession planning initiatives.

#### **HR Programs and Projects**

- Participate in the development, implementation, and continuous improvement of HR policies, programs, and practices.
- Contribute to initiatives related to employee experience, engagement, communications, and total rewards.
- Stay current on HR trends, employment legislation, and best practices.

#### **HR Administration and Compliance**

- Maintain accurate and confidential employee records.
- Support the administration of benefits and other HR programs.
- Prepare and analyze HR metrics and reports as required.
- Ensure HR practices remain compliant with applicable employment legislation.

### **What you offer:**

- Bachelor's degree in human resources, Industrial Relations, Business Administration, or a related field.
- CPHR designation (or eligibility) is considered an asset.
- 5 to 7 years of progressive Human Resources experience in a generalist role.
- Experience supporting managers in a non-unionized environment.
- Strong background in employee relations, recruitment, performance management, and HR best practices.
- Proven ability to build credibility and influence stakeholders at all levels.

- Excellent interpersonal and communication skills.
- Strong coaching and relationship-building abilities.
- Sound judgment and a high level of professionalism and confidentiality.
- Ability to manage multiple priorities in a fast-paced environment.
- Strong problem-solving and organizational skills.
- Bilingualism (French and English), both spoken and written.
- 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 over 60 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.*