

Bilingual Human Resources Coordinator

Location: Bailey Metal Products Limited – Dorval, QC

Department: Human Resources

Reports to: Corporate Human Resources Manager



About Bailey

Founded in 1950 by Sam Bailey, The Bailey Group of Companies (BGC) is a family-owned and operated Canadian company recognized as an industry leader. With manufacturing locations in Ontario, Quebec, Alberta, and British Columbia, the BGC has grown tremendously over the past 70+ years, producing roll-formed products and providing steel slitting services for the commercial and residential construction industry. Our people, products, and industry are our pride while innovation and our customers are at the core of our business. Our associates are the key to achieving our vision of being the leaders in this industry, which is why we work hard to create a safe and healthy work environment where associates can achieve growth and development. Apply now, for this exciting opportunity!

Why Join Our Team?

- Market competitive remuneration package
- Employer-paid comprehensive benefit package
- RRSP matching program
- Education support program
- On-the-job training
- Employee referral program
- Personal protective equipment allowance

The Human Resources Coordinator will be responsible for providing HR support to the day-to-day operations to meet Divisional and Corporate objectives. The incumbent will be responsible for health and safety initiatives, recruitment, orientation, labour relations and training, benefits, and other areas as directed. They will support Corporate HR, HS and the General Manager with all transactional HR and HS related functions.

What you'll do:

- Support Corporate Human Resources Manager and Corporate Health & Safety Manager with all transactional HR and HS related functions.
- Manage full cycle recruitment process by consulting with Hiring Managers to determine the appropriate recruitment strategy for each new role from start to finish.
- Assist the Corporate Health and Safety Manager in the investigation of work-related accidents.
- Assist with the development of human resources and health and safety policies and procedures.
- Participate as a member on the Joint Health & Safety Committee.
- Provide support in all aspects of Labour Relations, including the administration and consistent application of policies and procedures, and interpretation of the Collective Agreements.
- Diligently encourage and promote positive and effective employee relations through communications initiatives, coaching supervisors, providing counseling to employees and monitoring employee satisfaction.
- Assist with employee recognition initiatives.
- Participate on the Social Committee and assist with planning and executing events.
- Administrative duties such as file maintenance, training record maintenance, and time/attendance maintenance.

What you'll need:

- 1-2 years of HR related experience.
- College Diploma/Certificate in Human Resources Administration or equivalent..
- Excellent written and verbal communication in French and English.
- Demonstrated ability to maintain confidentiality.

Working Conditions:

- Office environment with regular walk throughs of manufacturing plant floor



<http://www.bmp-group.com>
recruitment@bmp-group.com

Learn more about us at <https://www.bmp-group.com/>. To apply, submit your resume to recruitment@bmp-group.com with the position title included in the subject line. We thank all applicants for their interest, only those selected for an interview will be contacted.

We are an equal-opportunity employer committed to providing and maintaining a fair, equitable, and diverse workforce. All qualified candidates are encouraged to apply. Applicants should advise Human Resources if they require any type of accommodation during the recruitment process.



<http://www.bmp-group.com>
recruitment@bmp-group.com