

Where We Build Your Solutions



Human Resource Manager

Description of the position

Roles & Responsibilities

Working with leading edge employees the candidate will:

- Create new Job postings.
- Manage employee file.
- Maintain employee availability and schedules.
- Payroll management.
- Employee spending tracking.
- Create new internship procedure and programs.
- Conduct and manage interviews.
- Manage employee training.

Qualifications

General criteria

- Bachelor's degree and specialization in human resources or equivalent experience.
- Fluently bilingual in both French and English.
- Proficient in verbal and written communication skills in both French and English.
- Knowledge of Brazilian Portuguese is an asset.
- Experience in Customer Service is an asset.
- Ability to work in the US is an asset.

Technical expertise

- Working knowledge of Windows 2000 and XP.
- Working knowledge of QuickBooks or other payroll software.
- Good knowledge of Quebec work laws.
- Knowledge of NY and Brazil work laws an asset.

Falcon Group Corp.

5258 Sherbrooke St. W., Suite 014, Montreal, Qc, H4A 1T9
514-907-9125 ext.500 send CV at hr@buildmysolution.com

www.buildmysolution.com

Falcon Group Posting

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About Falcon Group

Falcon Group Corp., incorporated in 2007, is specialized in custom computer solution conception and integration. Based in Montreal, Falcon Group is an international organization with the pursuance of a presence in various cities worldwide including New York, Rio de Janeiro. This global network enables Falcon Group to effectively serve the North American, South American markets. Falcon Group's success is built on its dynamic team who uses conventional and unconventional process to solve problems. Falcon Group is recognized by many high profile Corporations. As one of its core values, Falcon Group demonstrates a commitment to customer care.

Core values:

- Ensuring the well being and development of our employees -
- Information technology based innovation
- Honesty, integrity and ethical conduct

About Our Team

Innovation and Falcon Group are synonymous. The work culture at Falcon Group is open, interactive and promotes creative thinking. We are results-oriented and foster an environment where employees can and do make a difference.

We work on a flexible work schedule and offer the latest productivity tools. Our office is located in Westmount/NDG.

If you are ready to be a part of a dynamic Startup that develops cutting edge solutions, if you desire challenge and seek an organization that fosters learning, Falcon Group will provide you with an opportunity to meet both your professional and personal goals.

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