

JOIN OUR TEAM & HELP TRANSFORM LIVES

Agence Ometz is a human service agency offering a range of services that support people to reach their full potential while strengthening the vitality of the Montreal Jewish community and the broader Montreal community. From rapid crisis response, counselling and employment assistance to programs for newcomers, families and young adults, we use a holistic, wraparound approach to well-being. We have been empowering individuals and families, and helping them to thrive, for over 160 years. Join our team of compassionate, engaged and inspiring professionals – **apply today!**

Human Resources Generalist

Full-time

JOB SUMMARY

Reporting to the Manager of Human Resources, the Human Resources Generalist supports the day-to-day delivery of HR services across the organization. Working closely with the HR Business Partner, this role partners with employees and leaders at all levels to provide guidance and support across a broad range of human resources functions, including recruitment, onboarding, performance management, HR administration, and policy implementation. The Human Resources Generalist helps ensure HR programs, processes, and practices are delivered efficiently, consistently, and in compliance with applicable legislation and organizational standards.

RESPONSIBILITIES

- Manage full-cycle recruitment and onboarding
- Support employee engagement and recognition initiatives
- Coordinate training and professional development activities
- Support the annual employee performance review process
- Prepare and validate payroll, benefits, and HR-related data
- Ensure compliance with CNESST requirements, labour standards, and internal policies
- Support francization initiatives and French-language compliance
- Interpret and apply HR policies consistently
- Participate in HR committees, projects, and organizational initiatives
- Provide administrative and general HR support as required

REQUIREMENTS

- Degree in Human Resources Management or a related field
- Experience in an HR Generalist role, including full-cycle recruitment
- Strong knowledge of Quebec labour laws and standards
- High level of discretion and confidentiality
- Excellent organizational skills with the ability to manage multiple priorities independently
- CRHA designation considered an asset



Please submit your CV and letter of interest to HR@ometz.ca

We thank all candidates for submitting their résumés. Only those selected for interviews will be contacted.

This position requires the selected applicant to undergo a vulnerable sector police check