

JOB DESCRIPTION

TITLE

HR Manager

ORGANIZATION

Lexum Informatique Juridique Inc (“Lexum”) develops some of the fastest and most popular legal information tools. The CanLII website – a Lexum development – is identified by virtually all Canadian lawyers as the most convenient resource for finding legal information. The technologies developed are used in numerous legal websites in Canada and abroad.

With a very low hierarchical structure, Lexum benefits from an outstanding level of employee retention due to a work culture that encourages autonomy, initiative and growth in the careers of professionals, as well as excellent team spirit. The company offers competitive compensation and excellent working conditions. It is one of Montréal 2024’s top employers. It employs some fifty people and is located in the heart of the Plateau Mont-Royal, at the corner of Saint-Laurent Boulevard and Rachel Street.

SUMMARY

Reporting to the Director of Administration, Finance and Human Resources and working with the administrative team and management, you will contribute your versatility to the various facets of human resources management and people development.

RESPONSIBILITIES AND TASKS

As a human resources generalist, your responsibilities will be varied and stimulating. In particular, you will be called upon to :

- Identifying talent, ensuring effective coordination of recruitment activities;
- Participating in the development, implementation and monitoring of HR policies and procedures;
- Helping to set up and manage an HR platform to optimize administrative processes and record-keeping.

REQUIREMENTS

You must have the following skills and qualifications:

- Degree in Human Resources Management or related field;
- At least 3 years' experience as an HR manager, ideally in a similar environment;
- Excellent interpersonal and communication skills;
- Fluency in French and English, although internal work will be in French, some documents for accreditation may be written in both languages;
- Very strong aptitude with office software and internal management software, such as a company intranet, CRM, as well as productivity platforms and tools;
- Curious, autonomous and flexible temperament;
- Ability to work rigorously and meticulously in a low-supervision environment;
- Interest in and ability to learn new tools, software and technologies;

and

- Excellent team spirit.

ABOUT THE OFFER

We offer the following benefits and advantages:

- Permanent employment at 35 hours per week;
- Competitive salary, depending on experience, including a target bonus of 7.5% to 10%;
- Face-to-face and telecommuting work with a minimum of 2 days in the office per week;
- Work schedule according to normal office hours, with flexibility;

Conditions :

- Casual dress;
- Health, dental, disability and life insurance;
- Employer RRSP contribution program;
- Training and development policy;
- Wellness and counselling programs;
- Annual paid leave: 4 weeks vacation, 5 sick days.

Hiring is conditional on a 6-month probationary period, starting subject to availability.

Please send your application to carriere@lexum.com, indicating "HR Manager" in the subject line.