

Human Resources Generalist/ Recruiter

Note: The use of the masculine gender includes the feminine and is employed solely to facilitate reading.

Can you imagine a career that touches the lives of people everywhere? Can you imagine yourself working in a fast paced and dynamic workplace where rapid decision making, entrepreneurial initiatives, customer service and community become your new vision? A vision that drives our growth and success...if so, then Paladin is the place for you!

Paladin Labs Inc., headquartered in Montreal, Canada, is a specialty pharmaceutical company focused on acquiring or in-licensing innovative pharmaceutical products for the Canadian market. Paladin has a focused marketing and sales organization that has helped it evolve into one of Canada's leading specialty pharmaceutical companies. Paladin Labs is an operating company of Endo International plc, a highly focused generics and specialty branded pharmaceutical company.

We are a dynamic and fast growing organization. Paladin is constantly looking for great people to contribute to our growing business. We believe in empowering our employees by giving them the freedom to raise new ideas and encourage decision making in an environment that fosters the growth and development of each individual. Paladin's culture is committed to building our business as well as our community, helping others, encouraging integrity and inspiring people to make a difference.

Position Summary

The HR Generalist/Recruiter is responsible for partnering with employees and management, while providing daily human resources functional support focusing on: talent acquisition, payroll, organizational development programs, and legal requirements. Advises employees and managers on HR programs and practices and ensures consistent application of policies and procedures. This position demonstrates a high level of integrity, a strong depth of human resources compliance knowledge, and a proactive approach to customer service. Assures that job functions are carried out in accordance with the Company's policies and procedures and applicable employment law.

Reports To

Director, Human Resources

Specific Responsibilities

- Evaluates recruitment and selection criteria to enlarge the pool of potential candidates based on needs of the business.
- Recruits qualified candidates through website, approved agencies, and other recruiting sources.
- Manages selection activities, including job postings, resume and phone screens, scheduling and participating in interviews, while spearheading recruitment problem resolution efforts.
- Updates job profiles/descriptions in conjunction with line management and Corporate HR.
- Negotiates compensation with candidates while ensuring company equity.
- Drafts necessary contracts and paperwork based on the accepted offer.
- Maintains payroll information by collecting, calculating, and populating input data to be transferred to payroll outsourcing provider.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.

- Manages the training and development expense capture process to meet the legal obligations (Loi 90).
- Works across functional areas to build partnerships and provide seamless HR service to the client.
- Provides coaching and appropriate follow through to management on people issues.
- Manages involuntary and voluntary terminations while minimizing risks of litigation and smooth transition within department.
- Assists managers in employee performance issues to include verbal, written or final written warnings.
- Creates and advises managers on the implementation of Performance Improvement Plans (PIPs) and progressive discipline notices.

Characteristics of a Good Candidate

1. Leadership
2. Priority Setting
3. Problem Solving / Analytical Skills
4. Initiative and Follow Through
5. Well-refined People Skills

Candidate Profile

Experience, Training and Education

Required

- Human Resources Certificate. Bachelor's Degree preferred.
- 5+ years' of progressive Human Resources or other directly related experience, preferably within a corporate environment, including experience recruiting in Pharma or other related industry.
- Strong knowledge of employment law preferred.
- Strong depth of human resources compliance knowledge.
- Advanced MS Office skills; use of spreadsheet, word-processing, and database application software.
- Excellent communications skills, written and oral in both French and English.
- Ability to research and analyze various different type of data information.
- Must have the ability to make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulation or government law.
- Well-developed team skills, unquestioned integrity, and the experience, confidence and presence to effectively handle interpersonal relationships and sensitive HR issues.

Asset

- Knowledge of Payroll software and HR information systems.

*To apply, please send your resume: hr@paladinlabs.com
Only selected candidates will be contacted.*