

Human Resources Coordinator (6 month contract)

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 markets. Paladin has a focused marketing and sales organization that has helped it evolve into one of Canada's leading specialty pharmaceutical companies. Paladin is an operating company of Endo International plc, a global specialty healthcare company focused on improving the lives of patients while creating value.

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 Human Resources Coordinator will be responsible for providing a broad range of administrative support to the Human Resources team. Demonstrates professionalism in verbal and written communication and demonstrate strong interpersonal skills. **Handles confidential information with the utmost discretion.**

Reports To

Interim Human Resources Director

Specific Responsibilities

- Assist with the recruitment process:
 - Screen resumes, conduct phone interviews to determine candidate qualifications.
 - Scheduling of interviews with hiring managers and others.
 - Perform reference checks and coordinate background screening process.
- Prepare onboarding and new hire materials and coordinate on boarding efforts.
- Provide administration support; filing, organizing and maintaining of employee files, organizational charts, etc.
- Assist with training and development process; organizing and managing of training log, ensuring all backup paperwork is submitted for trainings.
- Assist with related topics such as: Group Insurance, Retirement Plan, Company policies, etc.
- Provide administrative support to the department and independent HR projects as assigned.

Characteristics of a Good Candidate

- Priority Setting
- High level of confidentiality
- Problem Solving
- Initiative and Follow Through
- Interpersonal skills

Candidate Profile

Experience, Training and Education

Required

- Bachelor's degree in Human Resources Management or equivalent.
- 1-3 years of experience in human resources role.
- Good knowledge of Microsoft Office Suite and strong computer skills.
- Excellent communications skills, written and oral in both French and English.
- Strong communication and interpersonal skills.

To Apply, please send your resume: hr@paladinlabs.com