

## **Job Description**

**POSITION:** BILINGUAL HUMAN RESOURCES MANAGER  
**REPORTS TO:** GENERAL MANAGER - MONTREAL  
**LOCATION:** MONTREAL  
**WEB ADDRESS:** [www.renin.com](http://www.renin.com)

### **Overview**

Renin recently acquired our Montreal facility and as a result we are recruiting for an HR Manager. Reporting to the General Manager for Montreal, the HR Manager will be the go-to person for all employee-related issues. They will have the opportunity to build from the ground up a positive and healthy corporate culture.

### **Key Responsibilities and Qualifications**

- Coach and support managers on the HR component and the management of employee relations in a non-unionized environment
- Analyze training needs and establish an annual plan. Accounting for training costs within the framework of the law of 1% of the wage bill
- Ensure the recruitment of new employees and facilitate their integration in collaboration with department directors
- Participate in all aspects of H&S by working closely with employees and supervisors
- Participate in updating and drafting policies and procedures (for example: employee manual)
- Manage the budget in connection with HR activities
- Diagnose, analyze and propose solutions for all HR issues while supporting the business strategy of the company
- Establish a formal performance appraisal process
- Ensure the updating of the company's compensation program
- Contribute to the establishment of a work environment of which employees are proud and promote the values and culture of the company
- Work with HR managers in other facilities to ensure common goals and best practices are shared
- Perform the processes related to the Pay Equity Act and its maintenance
- Administer the company's social benefits: group insurance, pension plan, etc. – this includes helping implement a new payroll system along with new group insurance and pension plans for employees

- Other communications and reporting as required by parent company

### **Qualifications & Experience:**

- BA in human resources management or equivalent (CHRP would be an asset)
- 7-10 years of experience as a Human Resources Manager
- Excellent communication skills
- French and English bilingualism both orally and written
- Proficiency in Excel and Word software
- Ability to work well under pressure and multitask
- Professionalism
- Strong organizational skills
- Innate sense of customer service and advice
- Ease of establishing interpersonal relationships
- Be dynamic, autonomous and show initiative

### **Location**

- The industrial park of Pointe-aux-Trembles at 3800 Boulevard du Tricentenaire, Montreal, QC H1B 5T8

### **Compensation and Benefits**

- Renin provides a competitive performance-based compensation program that includes salary, , and access to a company-funded benefit program. Eligibility to participate in the Company's Defined Contribution Pension Plan after three (3) months of continuous employment. Compensation will be based on each candidate's specific qualifications, experience, and quantifiable accomplishments and results.

### **Company Overview**

- Renin Holdings (which includes Renin US LLC and Renin Canada Corp), is a multimillion-dollar business, with its head office located in Brampton, Ontario, Canada. Renin is an innovative manufacturer of sliding closet and barn door systems and hardware for the retail and wholesale channels. The company also manufactures and distributes sliding bi-pass and bi-fold closet doors, room dividers, fabricated glass, stair parts and decorative mirrors to the residential construction and remodeling markets.
- Renin's vision is to be the leading interior sliding door company in North America by innovating and focusing on customer service. We have a strong focus on our values of Expertise, Hard Work and Humility.