

Institut Lady Davis de recherches médicales | Lady Davis Institute for Medical Research

**INSTITUTION:** Lady Davis Institute for Medical Research (LDI)  
CIUSSS-COMTL / Jewish General Hospital

**TITLE:** Human Resources – Administrative Coordinator

**SERVICE** LDI Administration

**POSITION TYPE:** Full Time (35 hours per week)

**START DATE:** As soon as possible

#### **SALARY AND BENEFITS**

(According to LDI HR policy)

- Salary scale between \$23.79 et \$31.71 per hour
- 20 vacations days
- 13 statutory holidays
- 9.6 sick days
- Pension Plan (RREGOP) from start date
- Group Insurance

#### **DUTIES AND RESPONSIBILITIES**

Under the responsibility of the Human Resources Supervisor of the Lady-Davis Institute, the candidate will have the task of on-boarding new personnel (employees and trainees) as well as changes, terminations and leave of absence requisitions. The candidate will be expected to aid researchers in gathering various documents in order to create an employee or trainee file onto the LDI-HR Database. The candidate will be responsible for gathering information required by funding agencies, universities, etc. The candidate will also act as a liaison with Health Services and Payroll Department.

#### **MAIN TASKS**

- Processing of Personnel Requisitions.
- Assisting employee/trainees with inquires and payroll issues.
- Approving and processing of employee/trainee timesheets.
- Filing and archiving of personnel files.
- Plus other additional administrative tasks requested by the LDI - H.R. Senior Supervisor.

**JOB QUALIFICATIONS AND REQUIREMENTS:**

- College (DEC) studies in administrative field preferred.
- Excellent secretarial skills which includes a strong working knowledge of Outlook, Word, and Excel.
- Excellent communication and interpersonal skills.
- Great commitment to accuracy of data.
- Strong organizational skills.
- Ability to work independently, able to take initiative, and team player.
- Previous experience in research an asset.
- Bilingual: French and English.
- Outstanding ability to manage timelines.

**ELIGIBILITY REQUIREMENTS:**

Candidate must be able to work legally in Canada (Canadian citizens or permanent resident, or work permit holder).

Interested candidates are invited to submit a CV and cover letter by email to Julia Piccolo at [julia.piccolo@ladydavis.ca](mailto:julia.piccolo@ladydavis.ca).

*The Lady Davis Institute (LDI) is committed to equity, diversity and inclusion within its community. The LDI has an equal opportunity employment program and welcomes applications from all qualified candidates, regardless of their characteristics, with the skills and knowledge to productively engage with diverse communities. Accommodation for any part of the application process may be provided to persons with disabilities who request it.*