



Administrative Coordinator

Montreal - Full-time - 744000015822713

Apply Now:

<https://jobs.smartrecruiters.com/Ubisoft2/744000015822713-administrative-coordinator?oga=true>

****Bilingualism FR/EN is required****

The Administrative Coordinator provides support to the Pan-Canadian Talent Team, employees and managers in all general human resources operations matters related to programs, administration, processes and activities.

What you'll do

- Provide day-to-day support to talent teams in various administrative and operational processes such as :
 - All events in an employee's life, such as hiring, integration, changes in working conditions, termination of employment;
 - Salary review and bonus processing;
 - Administration of leaves of absences;
 - Benefits administration (enrolment, modification, termination).
- Support HR systems teams in the following activities:
 - Developing tables with the necessary data to make mass changes in our HR systems;
 - Import mass data changes into HR systems;
 - Test and verify mass changes;
 - Ensuring compliance of specific cases.
- Perform administrative tasks related to the completion of various activities such as:
 - Update and maintain documentation of the HR administration process;
 - Take action on administrative task dashboard;
 - Generate employment contracts, endorsements and any other documents related to employee files;
 - Support the management of and access to our internal tools;
 - Carry out mass e-mailings and mail merge.

What you'll bring

- Excellent HR data management skills;
- Ability to work on several requests at the same time;
- Methodical and analytical;
- Strong attention to detail and accuracy;
- Ability to adapt quickly to change;
- Willingness to develop problem-solving skills;
- Bilingual French-English;
- Good knowledge of Excel: able to manage data with formulas;

- Good knowledge of HR systems;
- Understanding of payroll treatment is an asset.

About us

Ubisoft's teams of 19,000 people in more than 30 countries around the world are united by a common mission: to enrich the lives of gamers through original and memorable gaming experiences. Their energy and talent have brought to life many acclaimed franchises such as Assassin's Creed, Far Cry, Watch Dogs, Just Dance, Rainbow Six and many more to come.

Ubisoft is an equal opportunity company and believes that diversity of backgrounds and perspectives is essential to creating worlds where everyone can flourish and express themselves.

Working at Ubi MTL means enjoying a workplace that sparks creativity and fosters connection. We offer a collaborative space focused on career advancement, learning opportunities and well-being (our great benefits are a testament to that!).

If you're enthusiastic about taking on exciting challenges, harnessing the latest technologies and being part of the future of entertainment, join us in creating the unknown.

At Ubisoft, you're welcome just as you are. We welcome diversity in all its forms. We are committed to fostering an inclusive work environment that respects all differences.