



# Human Resources coordinator

**Montreal - Full-time - 744000082750765**

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**1. Daily support to Talent teams in various administrative and operational processes such as:**

- All employee lifecycle events such as hiring, onboarding, changes in working conditions, and terminations;
- Processing salary reviews and bonuses;
- Managing activity interruptions;
- Administering benefits (enrollment, changes, termination);

**2. Support to HR Systems teams in the following activities:**

- Creating spreadsheets with the necessary data to perform bulk changes in our HR systems;
- Importing mass changes into HR systems;
- Testing and verifying bulk changes;
- Ensuring compliance in specific cases;

**3. Performing administrative tasks related to various HR activities:**

- Updating and maintaining documentation for HR administrative processes;
- Acting on administrative task dashboards;
- Generating employment contracts, amendments, and other employee-related documents;
- Supporting the management and access to internal tools;
- Sending mass emails and mail merges;

**4. Performing any other related tasks.**

**Skills:**

- Excellent HR data management skills;
- Ability to handle multiple requests simultaneously;
- Methodical and analytical mindset;
- Strong attention to detail and accuracy;
- Ability to adapt quickly to change;
- Willingness to develop problem-solving skills;

**Knowledge:**

- Strong written and verbal communication skills in both French and English;
- Good knowledge of Excel (data management with formulas);
- Solid understanding of HR systems;
- Payroll knowledge is an asset;

Ubisoft teams include 19,000 people across more than 30 countries worldwide, united by a shared mission: to enrich players' lives through original and memorable gaming experiences. Their energy and talent have brought to life 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 employer and believes that diversity of backgrounds and perspectives is essential to creating worlds where everyone can thrive and express themselves.

Working at Ubi MTL means being part of a workplace that sparks creativity and fosters connection. We offer a collaborative environment focused on career growth, learning opportunities, and well-being (our generous benefits speak for themselves!).

If you're excited about tackling meaningful challenges, working with cutting-edge technologies, and shaping the future of entertainment, join us to create the unknown.

At Ubisoft, you are welcome just as you are. We embrace diversity in all its forms and are committed to fostering an inclusive and respectful work environment for everyone.

**Please note:**

We are committed to promoting a flexible work policy, as we value interaction and collaboration. Our hybrid work model includes a minimum of three days per week in the office and two days working remotely. If you reside outside of Quebec or Canada, relocation will be required. If you need a work permit, your eligibility will depend on your education and relevant years of work experience, in accordance with government requirements.