



June 10, 2010

**Human Resources Director  
Hilton Montreal Bonaventure  
Permanent**

**ARE YOU LIVELY? With SilverBirch Hotels & Resorts, you can be!**

**What's in it for you?**

- Join our family of supportive team mates who are passionate about service
- "The Perks" including hotel and restaurant discounts
- Growth opportunities within a national multi-brand hotel company
- Industry leading development and training programs
- Learn and collaborate with the best in the industry
- Proud to be Canadian
- We are lively! Come have some fun with us!

**We are looking for a Human Resources Director for the Hilton Montreal Bonaventure in Montreal, Québec.** The incumbent will be responsible for effectively coordinating and managing all human resources processes and activities for the hotel.

**Reporting to the Regional General Manager, the incumbent's responsibilities include the following, without limitation:**

- Promote an environment reflecting corporate values and follow key strategies established by the Hilton Montréal Bonaventure and SilverBirch Hotels and Resorts;
- Play an active role in promoting a positive workplace that encourages collective engagement;
- Manage hiring and selection processes;
- Oversee the proper management of attendance and disciplinary processes;
- Manage both labour agreements, including negotiations, applications, grievances and arbitration;
- Manage key HR management processes, including performance and skills, training, CSST claims and inherent disputes;
- Participate in the renewal of group insurance plans;
- Supervise a team of two employees;
- Maintain a close collaboration with the paymaster and actively participate in the computerization of human resources files;
- Coordinate internal communications to all employees;
- Any other related tasks.

**Preferred Education & Qualifications:**

- University or College Diploma in Industrial Relations (or the equivalent), or equivalent professional experience;
- A minimum of 6 to 9 years of experience in the field of HR as a generalist;
- Bilingual (English/French)
- Leadership;
- Self-sufficient, very dynamic and motivated;
- Team spirit;
- Good inter-personal skills and trained at exerting influence at all levels of the company;



- Positive and open to change;
- Solid analytical skills;
- Proficient in MS Word, MS Excel, MS PowerPoint and Outlook.

If you are interested in joining the liveliest hotels in Canada, each with their own unique sense of place then we want to hear from you!

**Apply by June 18, 2010 to :**

**Louis-Robert Handfield**  
**Regional General Manager**  
[louisrobert.handfield@hilton.com](mailto:louisrobert.handfield@hilton.com)  
**Hilton Montreal Bonaventure**  
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