

### **Human Resources Specialist (~ 25 hours/week)**

*TRIO (Translational Research in Oncology) is a not-for-profit clinical research organization that is dedicated to advancing translational cancer research by pursuing forward innovative and targeted therapeutic concepts in the clinical trial setting. We are committed to providing treatments of the future to the world of today.*

TRIO's head office is in Edmonton, Alberta, Canada, although the organization has operations all throughout Canada, the USA, France and Uruguay. TRIO is looking for a Human Resources Specialist to join our **Paris, France** office.

Reporting to the Director, Human Resources in Canada, the Human Resources Specialist is an independent role where they would support the Paris office (~50 people) in all HR and payroll matters. The hours are flexible throughout the week. However, the HR Specialist would be required to be available until 6 pm 2 days per week to allow for check-in meetings with the Director, HR and other key contacts within the head office in Edmonton, Canada.

#### Responsibilities:

- Process France monthly payroll utilizing ADP Streamline. Confirm ADP payroll remittances.
- Report the annual declarations (Agefiph, Training, Occupational medicine etc.)
- Administration of staff leaves (CP, RTT, sick leaves, maternity/parental leaves, etc.)
- Coordination of employee benefit's package and primary contact for Paris office.
- Draft all employee contracts and ensure compliance with all government reporting.
- Manage any supervisor/employee issues in consultation with the Director, HR.
- Coordination of European recruitment efforts.
- Support the annual professional development plan for the Paris office.
- Attend meetings and work with Employee Delegates (DP).
- Maintenance of employee personnel files and employee profiles within Sage People (HRIS).
- Assist in the development and maintenance of TRIO's HR policies and processes.

#### Qualifications:

- Bachelor's degree, Human Resources
- Minimum 5 years experience in Human Resources
- Thorough understanding of labour laws and regulations within France
- Demonstrate high attention to detail, accuracy and thoroughness.
- Fluent in French and English, written and verbal.
- Work well under pressure to meet project deadlines.
- Proficient in MS Office and other software applications.

If this sounds like the opportunity you have been seeking please forward a cover letter with your CV (both in English), by email, to: [human.resources@trioncology.org](mailto:human.resources@trioncology.org) by **October 22, 2018**.

Please quote requisition number **18-25** in the subject line when applying.

*We thank all candidates for their interest; only those selected for an interview will be contacted.*