



CAREER OPPORTUNITY

ProKontrol is the largest distributor of heating, ventilation, air conditioning and refrigeration controls (HVACR) for commercial buildings in Canada. We distribute all major brands of **HVAC controls** under one roof.

More than a Supplier...A Solution! In addition to products and parts support, we also offer retrofit services, start-up services, telephone and on-site technical support, engineering design, panel assembly, technical drawings/wiring diagram and software programming. For over 39 years, **ProKontrol** has been showing consistent growth with locations in Laval, Longueuil, Quebec, Toronto, Ottawa and Halifax in addition to our location for combustion. We are looking to fill the following position:

Human Resources Business Partner

Interested in a career with the **ProKontrol** team? Please send your resume to: cv@Prokontrol.com

Main Responsibilities

- Provide guidance and counsel to the Management Team on HR-related activities
- Responsible for the recruitment process
- Participate in recruitment activities and career fairs
- Effectively communicate "Employer Branding" via various platforms (social media and others)
- Coordinate the Onboarding and integration processes for new employees
- Communicate the organization's mission and values
- Conduct exit interviews
- Collaborate on implementing various health and wellness initiatives at work
- Collaborate with the Health & Safety Committee
- Update HR administrative documents (organizational chart, job descriptions, letters, training matrix, etc.)
- Stay up to date with knowledge pertaining to new products and technologies
- Attend training sessions given by suppliers and participate in industry meetings, seminars and trade shows

Requirements

- Bachelor's degree in Human Resources, Industrial Relations, or a related field
- 3 to 5 years of experience in a similar role
- Member of OCRHA is an asset
- Good knowledge of common office software (Word, Excel, Teams, Social Media)
- Bilingual

Competencies

- Active Listening Skills
- Initiative
- Sense of Responsibility
- Planning and Organisational Skills
- Good Judgment
- Teamwork
- Discretion
- Ability to coordinate multiple projects simultaneously while in a growing environment

We Offer

- Competitive Salary
- Full Benefits Plan including Teledoctors
- Mentorship
- Paid Vacation during Holiday Season
- Parking, Kitchen, and Complimentary Coffee
- Continuous Training Offered to All
- Flexible Schedule
- BBQ & Other Festivities

Permanent • Full Time • Based in Laval

You're part of the solution! Please send your resume to: cv@Prokontrol.com