



Airbus Helicopters today, the World's Number One Helicopter Manufacturer!

Airbus Helicopters Canada operating in Canada since 1984 is a subsidiary of Airbus Helicopters (formerly Eurocopter) wholly owned by the Airbus Group, a global aerospace and defense leader.

With approximately 20,000 employees in 30 subsidiaries on five continents, customers can rely on Airbus Helicopters to ensure all activities of support, service and training are provided with best in class service.

Airbus Helicopters products account for 46 percent of the total world helicopter fleet, a success based on its comprehensive range of civil and military helicopters.

We're looking for a highly talented Human Resources Assistant

Start Date / Duration:

ASAP – 3 to 6 months

Work Experience:

Entry level (less than 2 years of experience)

Functional Area:

Business Administration / Human Resources

Education:

College / University Degree in Human Resources

Our Human Resources Department is seeking a Co-Op as Human Resources Assistant to manage an organization-wide job description project. Duties include, improve the format and content of job descriptions and postings, and work with Managers to develop job descriptions for new positions. The HR assistant will also support the HR Department in various projects related to the development of the Human Resources Processes. Development may include aspects of data consolidation, staff management and recruitment.

If your track record shows you can ...

- Collaborate with managers to understand and articulate the key functions and deliverables of a variety of jobs in all levels throughout the organization.
- Draft standardized job descriptions that meet the Airbus Group prerequisite in order to prepare a Job Evaluation process according the Hay Method.
- Support the HR department in preparing employment contracts, maintaining databases, and managing employee files.
- In coordination with the training policy, set up a training catalogue to employees founded on the previous training courses request and on the Airbus Helicopters Canada challenges and priorities.



- Assist with company-wide training processes by ensuring proper completion and acquisition of related paperwork such as training requisitions, transcripts, certificates, expense reports, etc. and Issuing Training Evaluation Forms for completed courses in order to obtain and to respond to feedback.
- Consolidate the HR data on our HR Information System
- Support the HR Team on a day to day basis

And if you have...

Technical Skills:

- College / University degree in Human Resources - Business Administration or related field of study.
- Relevant experience in a Human Resources generalist role would be preferred.
- Extensive knowledge of human resources and employment practices, principles and legislation
- Experience in aerospace industry and bilingualism (French/English) assets
- Advanced MS Excel, MS Word, Access, PowerPoint abilities

Interpersonal and behavioural skills:

- Strong communication, interpersonal and leadership skills
- Ability to work collaboratively in a team environment
- Maintain confidentiality of information
- Ability to prioritize tasks effectively
- Ability to possess business ethics
- Strong problem solver & able to think outside the box
- Self-directed /able to work independently with general supervision

So if you are qualified then we want to hear from you!

Change your life – Join our team!

To apply for this position, please send an up-to-date resume and cover letter to HR@eurocopter.ca.