

INSTITUTION: Lady Davis Institute for Medical Research (LDI)
TITLE: Human Resources – Administrative Assistant
SERVICE LDI Administration
POSITION TYPE: Full-Time (35 hours per week)
PLACE OF WORK: 3755 Côte-Sainte-Catherine Road, Montréal, QC H3T 1E2
Hybrid option: Possibility to work remotely one day per week after the probation period.
WORKING HOURS: Monday to Friday.
Flexible start time between **7:30 a.m. and 9:00 a.m.**
START DATE: As soon as possible

SALARY AND BENEFITS

(According to LDI HR policy)

- Salary range: \$24.99 to \$33.31 per hour
- 20 vacation days per year
- 13 statutory holidays
- 9.6 sick days
- Pension Plan (RREGOP) starting from the first day
- Group health and dental insurance

DUTIES AND RESPONSIBILITIES

Reporting to the Human Resources Supervisor, the candidate will support HR operations by coordinating employee and trainee lifecycle processes, including onboarding, changes to employment status, leaves, and terminations.

The role involves working closely with researchers, funding agencies, and internal departments (Health & Safety, Payroll, Finance, etc.) to ensure accurate and timely processing of HR documentation, as well as maintaining personnel records.

MAIN TASKS

- Coordinate and process personnel requisitions (hiring, changes, terminations, and leaves of absence).
- Support the onboarding of new employees and trainees, including documentation and system entry.



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- Assist researchers in gathering required documents to create and maintain HR files in the LDI database.
- Collect and validate information required by funding agencies, universities, and other partners.
- Act as a liaison between employees, Health & Safety Services, and the Payroll Department.
- Respond to employee and trainee inquiries related to HR and payroll matters.
- Review and process time sheets.
- Maintain, file, and archive personnel records in compliance with policies.
- Perform additional administrative duties as required by the HR Supervisor.

JOB QUALIFICATIONS AND REQUIREMENTS:

- College (DEC) studies in administrative field (preferred).
- Bachelor's degree (Asset).
- Excellent secretarial skills including a strong working knowledge of Outlook, Word and Excel.
- Excellent communication and interpersonal skills.
- Great commitment to accuracy of data.
- Strong organizational skills.
- Ability to work independently, able to take initiative, and team player.
- Previous experience in research an asset.
- Bilingual: French and English.
- Ability to manage timelines.

ELIGIBILITY REQUIREMENTS:

Candidates must be **able to work legally in Canada** (Canadian citizens, permanent residents, or work permit holders).

Interested candidates are invited to submit a CV and cover letter by email to Anthony Pulice at anthony.pulice@ladydavis.ca.

The Lady Davis Institute (LDI) is committed to equity, diversity and inclusion within its community. The LDI has an equal opportunity employment program and welcomes applications from all qualified candidates, regardless of their characteristics, with the skills and knowledge to productively engage with diverse communities. Accommodation for any part of the application process may be provided to persons with disabilities who request it.