



## **Director – Human Resources**

Groupe Nordik is a flourishing company whose goal is to rise to the top of the health, wellness, and tourism industries. Through our commitment to our mission, we have proven ourselves to be a trailblazer in the industry. We aim to open 10 spas across North America by 2027, to push the industry to new heights by offering cutting-edge and innovative experiences, and to transform our company into an international leader in Nordic-style spas.

To fulfill our primary mission of transforming people's lives one visit at a time, Groupe Nordik is leading multiple projects and gaining momentum by identifying business opportunities, getting involved, and bringing promising, large-scale projects to life. By diversifying our enterprise, Groupe Nordik has created value and grown its market.

We are currently seeking talented individuals who, with their skills and qualifications, will contribute to our growth and to the realization of our mission. Join the ranks of Groupe Nordik – a dynamic business composed of more than 500 professionals who are passionate about health and wellness in the National Capital Region.

### **Nordik Spa-Nature employees are committed to upholding our company values:**

- Accountability
- Engagement
- Respect
- Integrity
- Team spirit

### **Main Duties:**

Reporting to the Vice-President and the Chief Financial Officer, the Director of Human Resources will provide support to executives and managers by advising and assisting them in an informed and structured manner. Responsible for maintaining open and respectful communication between employees and management, the Director of Human Resources will respond to the needs of both the management team and their employees. You will be required to carry out the mission and strategies of Groupe Nordik and its spas, ensuring their success. In addition, you will take part in improving the quality of customer service and ensuring the satisfaction of our customers.

The Director of Human Resources will ensure that Groupe Nordik and its spas have the necessary services at their disposal to achieve their strategic objectives and implement their operational plans. In other words, ensure that they can count on the "right person" being there at the "right time" with the "right skills." You will need to be watching social,

economic, legislative, and technological trends that will have an impact on the human resources field in the regions where we are located, as well as within our industry.

This is an exciting opportunity for candidates who are looking to work in a fast-paced environment at the heart of a growing organization!

**Responsibilities:**

- Establish and manage the structure of the entire human resources department;
- Review human resource policies to ensure that they conform to the laws and the direction of the organization; identify and recommend new policies as needed;
- Responsible for the development, implementation, and compliance of policies and procedures;
- Collaborate with company executives to ensure an excellent understanding of recruitment needs; ensure that recruitment processes are adapted to the immediate and future needs of the organization;
- Provide ongoing support to executives and management; maintain open and respectful lines of communication between employees and management;
- Participate in developing measures to increase employees' sense of belonging – planning recognition activities and other events;
- Promote excellence in the delivery of recruitment solutions;
- Ensure the implementation and smooth operations of HR systems;
- Cultivate a relationship of trust between managers and executives;
- Establish and implement a basic training and development program
- Manage the compensation and performance processes;
- Ensure compliance with employment and retention laws;
- Communicate regularly with stakeholders (clients, HR, etc.) with the goal of keeping them updated on the evolution of current market trends and the status of ongoing recruitments;
- Ensure health and safety in the workplace;
- Develop Human Resources management tools;
- Propose innovative strategies to maintain a competitive advantage and meet current and future business needs;
- Establish relevant partnerships with schools, groups, and associations to strengthen Groupe Nordik's brand and to create a local and international talent attraction network;
- Participate in the organization's growth;
- Other related tasks.

**Requirements:**

- A bachelor's degree in human resource management, industrial relations, or a diploma in a related discipline;
- Minimum 10 years of human resource management experience, including 7 years managing a team of professionals in the field;

- Recognized expertise and significant achievements in the various fields of human resource management: staffing, recruitment, compensation, performance management, training and development, employee relations;
- Result-oriented and proven leadership abilities;
- Excellent knowledge of labour laws in Quebec and various other Canadian provinces;
- Fluent in English and French (spoken and written);
- Mastery of the MS Office Suite; MS Project, MS Excel, MS Word, MS Outlook;
- Member of the CRHA | CRIA Order (an asset).

**Profile:**

- Excellent interpersonal and communication skills (both verbal and written);
- Ability to develop and maintain positive and lasting business relationships: energetic, engaged, and attentive to clients (both internally and externally)
- Demonstrated affinity with Groupe Nordik's values;
- Applies a thorough approach to management (planning, prioritizing, organizing, and follow-ups);
- Ability to manage multiple files concurrently and handle conflicting requests;
- Ability to work under pressure and respect tight deadlines, all within in a fast-paced and constantly evolving work environment;
- Strong initiative and proactive approach to daily tasks;
- Attention to detail; methodical, precise, and consistent in application;
- Positive and professional attitude; ability to work both independently and collaboratively as part of a dynamic team;
- Flexible, able to adapt to change and react quickly; managing multiple tasks and projects at the same time;
- Challenged by challenges;
- Resilient when met with stress and ambiguity;
- Professional and collaborative attitude;
- Has integrity and respect for others; punctual and reliable;
- Proven to exercise discretion, good judgment, and to protect confidentiality.

**Salary**

Based on the pay scale and benefits in effect at Groupe Nordik

**Work Schedule**

Monday to Friday, 40 hours per week (full time)

Some work outside of regular business hours may be required.

**To Apply**

Please fill in our I-Recruitment job application questionnaire on our Careers page.