

Project Manager, HR (12 Month Fixed Term Contract)

Applications are invited by the Montreal office of MaplesFS for the position of

Project Manager, HR (12 Month Fixed Term Contract)

who will report to the Global HR Director. The Project Manager, HR ("PM HR") will be involved with the management of HR initiatives that will drive operational efficiencies for MaplesFS.

Core responsibilities will include the overall coordination, implementation and delivery of specific global and regional projects that are consistent with company strategy and goals.

The PM HR will be responsible for the HR project governance documentation and will be tasked with the execution, tracking and steering of project deliverables. He/she will provide regular updates on project status.

The PM HR will possess a working knowledge of HR relating to the full employee life cycle including; talent acquisition, on-boarding, performance management, compensation and benefits, payroll, year-end cycles, metrics, reporting, HRIS management and data protection regulations.

The successful candidate will have a minimum of six years experience in a HR project management role leading HR projects. He/she will have excellent communication skills, both written and verbal and have effective stakeholder management. He/she will also possess a strong working knowledge of Microsoft office. PMP/Prince II certification is advantageous and a working knowledge of Lean Six Sigma or scrum would be beneficial.

We offer a supportive environment, structured on a team basis. We offer competitive benefits and salary will be commensurate with experience.

Qualified applicants should write, enclosing their CVs, to careers.usca@maplesfs.com quoting reference: Montreal – HR Project Manager.

Only successful candidates will be contacted.

MaplesFS, through its divisions Maples Fiduciary, Maples Fund Services and Maples Private Client Services, is an independent global provider of specialised fiduciary, fund administration, entity formation and management, insurance and trust and private client services. With offices in key locations around the world, its clients include global financial institutions, institutional investors, investment managers and international corporations.