



## TALENT ACQUISITION AND EMPLOYEE EXPERIENCE ADVISOR

**INNOTEX INC.** specializes in protective equipment for firefighters and rescuers. The INNOTEX team's values are commitment, innovation, and teamwork. As a leader in the firefighting equipment industry, we are proud to collaborate with thousands of fire departments around the world. Our organization operates in Canada (Québec) and the United States (Alabama), with approximately 300 employees.

If you're passionate about working in an industry that makes a real difference in protecting and serving communities, we have the perfect opportunity for you. Our growing team is currently looking for a **Talent Acquisition and Employee Experience Advisor**. This is a hybrid position, based out of our Montréal (Québec) manufacturing site.

### POSITION SUMMARY:

You will play a strategic and operational role in attracting, selecting, onboarding, engaging, and retaining top talent. You will be responsible for employer branding, workforce planning, recruitment, onboarding design, and optimizing both candidate and employee experience.

### WHAT YOU WILL DO:

#### Attraction & Recruitment

- Develop and implement a strong employer branding strategy in collaboration with the Marketing team.
- Review and optimize the candidate experience (from job posting to onboarding) to reflect our values and create a lasting first impression.
- Design and structure the full recruitment process (evaluation, sourcing, interviewing, selection) for all job families, including manufacturing roles.
- Implement and optimize an application tracking system (ATS) and manage job posting platforms.
- Conduct interviews and identify candidates with the greatest potential for success and cultural fit; coordinate required assessments.
- Develop tools and content to enhance hiring managers' selection and candidate experience skills.
- Support managers with workforce planning, job description development, recruitment strategy, and participation in recruitment events.

#### Onboarding & Engagement

- Review and optimize the onboarding process to ensure a smooth and engaging experience for new employees.
- Coordinate employee engagement surveys, analyze results, and support the HR team and managers in building action plans.
- Collaborate with internal stakeholders to ensure HR initiatives align with business goals.
- Work closely with the Marketing team to improve internal communication and foster alignment and engagement across the company.



## WHAT YOU BRING

- Bachelor's degree in Human Resources or a related field.
- Minimum of 5 years of experience in similar roles.
- Strong understanding of modern, employee-centered HR best practices.
- Proven experience in designing and implementing talent acquisition and employer branding programs.
- Excellent project management skills.
- Bilingual (French and English).
- Proficient with ATS systems and internal communication tools (e.g., SharePoint, Slack).
- Strong command of Microsoft Office tools.
- Willingness and ability to travel occasionally to our sites (Richmond, Warwick, Montréal, and Alabama) for meetings or candidate interviews (in MTL).

## KEY COMPETENCIES

- **Strong ability to identify and select the right talent:** skilled in analyzing needs, building rigorous selection processes, and targeting candidates with high success potential and cultural alignment.
- **Strong sense of structure and methodology:** able to design and implement clear, measurable, and repeatable HR processes that ensure consistency, efficiency, and continuous improvement.
- **High empathy and focus on candidate/employee experience:** able to step into others' shoes, understand both explicit and implicit needs, and create meaningful, human-centered experiences throughout the employee journey.
- **Excellent interpersonal and influencing skills:** capable of engaging, motivating, and building trusted partnerships at all organizational levels.
- **Team spirit and collaboration:** thrives in cross-functional teamwork, actively contributes to team goals, and builds strong internal relationships.
- **Change agility and entrepreneurial mindset:** adapts quickly to evolving needs, takes initiative, and leads cross-functional efforts that drive engagement and positive transformation.
- **Versatility:** comfortable thinking strategically while executing tactically; thrives in both building and doing.

---

## WHAT WE OFFER

- A stimulating and people-centered work environment
- The opportunity to build and structure leading-edge HR practices
- A passionate team that values innovation, collaboration, and excellence
- Flexible work hours and strong work-life balance
- Competitive compensation
- Group health insurance with telemedicine services
- Pension plan
- Employee Assistance Program
- Hybrid work (2 days per week at the office)

If this role aligns with your skills and career aspirations, please send your application to our Human Resources team at: [RH@innotexprotection.com](mailto:RH@innotexprotection.com)