



**Position:** Human Resources Supervisor  
**Location:** Ayr, Ontario (Near Cambridge, Kitchener/Waterloo)  
**Hours of Work:** Monday to Thursday 8:00AM-4:30PM; Friday 8:00AM-2:00PM  
**Benefits:** Comprehensive Health and Dental, Pension Plan, Course Reimbursement Program and many others.

Bend All Automotive Incorporated (BAA) is a leading supplier of Automotive Components and Automation Tooling Equipment. BAA supports customers worldwide with leading technology through product design, prototyping, product validation, tool building and a flexible streamlined manufacturing process. Our expertise is not limited to standard forming techniques, but entails the utilization of synchronized manufacturing systems that provide our customers with cost effective and mistake proof solutions.

We are always seeking talented, motivated people to help us grow. We are proud of the quality and workmanship of every part we supply to our customers. Above all, we value our team members because they are the foundation of our success and key to our future.

The position of **Human Resources Supervisor** is responsible

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**Primary responsibilities/accountabilities:**

- Provides leadership and direction to a team of 3-4 HR associates on a daily basis completing their job duties in their absence
  - Oversee disability management, recruitment, health and safety and training providing assistance to HR team as required
  - Responsible for Employee Relations including completing internal investigations as necessary
  - Responsible for WSIB appeal coordination and completion
  - Coordinates shift transfer process for machine operators
  - Coordinate and facilitate various training sessions; assess effectiveness and enhance as necessary
  - Maintain company Intranet to promote policies/procedures, corporate communication; communication tools for leadership team
  - Provide payroll coverage in absence (infrequent) of Sr Payroll Coordinator
  - Provide support to Sr. HR Manager with legal and project work as required
  - Participate with HR team in coordinating and/or executing Company events; Annual BBQ, Adult & Children's Holiday Parties and Food Drives
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**Qualifications (education & skills required):**

- University Degree with a Diploma in Human Resources Management
  - 5+ years of strong Human Resources Generalist experience, preferably in a manufacturing environment
  - CHRP designation or working towards CHRP
  - Computer literate; capable of working with MS Office – Strong Excel, Word and Outlook; HRIS
  - Strong interpersonal, problem solving and analytical skills with special attention to detail and accuracy
  - Well developed time management skills, with the ability to balance multiple objectives with challenging timelines
  - High-energy, self-motivated and has a flexible and creative approach working in an environment dedicated to results and continuous improvement
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**Must have:**

- Diplomacy, tact, and professionalism when interacting with all team members
  - Respect for corporate management system and practices
  - Focus and discipline; pride in work
  - Proficient with the Employment Standards Act, Human Rights Code, Occupational Health & Safety Act and other related legislation
  - Familiarity with Occupational Health and Safety
  - Ability to adapt to changing priorities in a fast paced environment managing multiple tasks and effectively handle competing priorities
  - Appreciation for company culture and business goals and objectives
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We look forward to meeting qualified candidates for this opportunity and encourage those who are interested to submit a resume, outlining salary expectations, to Human Resources, email: [careers@bend-all.com](mailto:careers@bend-all.com)

Only candidates that are suitable for this role will be interviewed. Thank you for your interest in wanting to join a strong and committed team of professionals.

Bend All is committed to promoting accessibility for Ontarians with disabilities and complying with the Accessibility for Ontarians with Disabilities Act, and makes accommodations available for applicants with disabilities in its recruitment processes. When an applicant for employment is chosen to participate in an assessment and/or the selection process, reasonable accommodations are available upon request in relation to the materials or processes to be used.

[www.bend-all.com](http://www.bend-all.com)

**PLEASE QUOTE JOB TITLE IN SUBJECT LINE**