



Job Title: Human Resources Coordinator / Human Resources Generalist

Location: 2068 Piper Lane / 290 Sovereign Road

Reports to: VP / HR Manager

Salary: \$55,000–\$74,000 annually, based on experience and qualifications.

HR Coordinator level: \$55,000–\$64,000

HR Generalist level: \$65,000–\$74,000

Posting Date: August 5, 2026

With two London locations totaling over 100,000 square feet using multiple 10 tonne overhead cranes, over 30 large modern CNC machines, and a 24-hour operation manned by expert and committed human capital, ADJ Industries Inc. is a leader in its industry. ADJ Industries Inc. specializes in custom fabrication, welding, and machining. We manufacture large complex components to close tolerances.

ADJ Industries Inc. has successfully completed the following certifications: ISO 9001:2015, CWB (Canadian Welding Bureau), AWS (American Welding Society) certification in Steel and Aluminum. ADJ Industries Inc. is also a certified company with the Controlled Goods Program (CGP).

Position Overview:

The successful candidate will be hired at either the Human Resources Coordinator or Human Resources Generalist level, based on their experience and qualifications. The position supports the day-to-day administration and delivery of the Company's human resources, trade compliance, and health and safety functions, including talent acquisition, staffing, onboarding, training and development, employee relations and retention, EHS, employment-law compliance, and compensation administration. The scope of responsibility and level of independence will reflect the level at which the successful candidate is hired, with opportunities for a developing HR Coordinator to assume progressively greater responsibilities and advance into the HR Generalist role.

Responsibilities and Accountabilities:

Human Resources / Trade Compliance / Health and Safety

- Acts as the lead recruiter by posting job advertisements, creating and preparing interview templates, screening resumes, scheduling job interviews, conducting interviews with the hiring manager, checking references, and issuing new hire packages.
- Orientation and on-boarding of new staff, including processing all new hire paperwork and facilitating required training.
- Monitors training expiry dates, facilitates required in-house training, and coordinates outside vendors for employee training.
- Manages employee IT, including distribution of equipment, assistance of setup, email and server administration, liaison between third party IT provider for any required troubleshooting.

- Health and Safety Committee member, with responsibility for managing and facilitating quarterly Committee meetings, recording minutes and tracking progress of action items.
- Assists with the organization's safety program– including compliance of monthly plant inspections, scheduling equipment recertifications, new policy development, first aid, accident reporting, and WSIB reporting.
- Supports the Company Designated Official and, when qualified and appointed, may assume responsibilities associated with the Controlled Goods Program.
- Coordinates company events including but not limited to retirements, birthdays, and anniversaries.
- Assists with Company marketing and posts relevant content on social media channels, including Facebook and LinkedIn.
- Maintains and files employee information in various systems by entering and updating employment and status-change information.
- Monitors and manages Company attendance and vacation tracking.
- Reviews employee job cards daily and compares time to attendance system, and enters job-card information to internal job costing system.
- Backup to payroll administrator for running payroll through QuickBooks.
- Assists with obtaining any Company grants, wage subsidies or filing other applications on behalf of the Company.
- Assists with benefit administration including the processing of new enrollments, terminations, and changes with Manulife, and any internal programs (safety boots & prescription glasses).
- Helps negotiate benefits offerings with assistance of benefits broker – Selectpath.
- Oversees the company's uniform program, accuracy of pricing and listing of active employees receiving uniforms on a weekly basis.
- Manages and tracks the Company's performance appraisal schedule monthly.
- Manages facility access by tracking employee badges and keys and conducting regular audits of access activity.
- Drafts department correspondence (employee handbooks, employee notices etc.).
- Answers all employee inquiries and directs them to the appropriate department as needed.
- Completes special and ongoing Human Resources projects and activities assigned by Senior Management.
- Monitors the Company's camera system for security or safety concerns and serves as the contact for the alarm company regarding after-hours alarms.
- Measures HR metrics and offers suggestions for continuous improvement of department.
- Strives to foster positive working relationships and positive working culture.
- Assists with the implementation of the ADP payroll and employee relations modules.

Qualifications:

- Must meet the requirements of the Canadian Controlled Goods Security Assessment Application as per Section 15 of the Controlled Goods Regulations, SOR/2001-32.
- Working knowledge of, or demonstrated ability to learn, the Ontario Occupational Health and Safety Act and applicable regulations, including the Regulation for Industrial Establishments.
- Bachelor's degree or diploma in Human Resources, Business, Organizational Development or a related discipline.

- One to five years of progressive experience in Human Resources or a related administrative position. The level of the role will be determined based on the successful candidate's experience and qualifications.
- Experience with Microsoft Office (specifically Outlook and Excel).
- Effective oral and written communication.
- Demonstrated ability to maintain a high level of confidentiality.
- Self-motivated, with the ability to work independently and collaboratively while demonstrating strong follow-up, organizational and prioritization skills and excellent attention to detail.

Vacancy Status: Existing vacancy (replacement position)

Successful applicants must meet all requirements under the Canada Controlled Goods Regulations (CGR) and must be approved as mandated by Public Works & Government Services Canada and applicable contractual obligations.

Use of Artificial Intelligence:

This recruitment process does not utilize artificial intelligence or automated decision-making systems to screen, assess or select candidates.

Accommodations are available at all stages of the recruitment process. Applicants requiring accommodation should advise us in advance. While we appreciate all applications, only candidates selected for an interview will be contacted.