



CAREER OPPORTUNITY WITH AN INDUSTRY LEADER

At K-Line, our core values of Safety, Quality, Integrity, Operational Excellence and Customer Satisfaction are the foundation of everything we do. As a premiere high voltage electrical contractor, our mission is to provide exceptional value to our utility and related partners through an unwavering commitment to these K-Line values. Recognized as one of Canada's Best Managed Companies, K-Line continues its quest to be the premiere Canadian owned utilities solutions company. We currently have an opportunity available in our Health, Safety, Environment & Quality division, based out of our **Stouffville, Ontario** location:

ADMINISTRATIVE ASSISTANT

Responsibilities

- Provide general administrative support to the division such as keyboarding, faxing, photocopying, scanning, filing, organizing, mailing and expediting information as needed
- Maintain and update employee training records
- Perform data input and processing of all Health, Safety, Environment & Quality related documentation including Safety meeting attendance lists and near miss/incident reporting
- Create various monthly, quarterly, and year-end statistical reports related to the division
- Develop and maintain strong business relationships within the division and internal stakeholders

Experience & Education

- Minimum three (3) years' experience in an administrative role
- Post-secondary education in Administration, Occupational Health & Safety, or similar is an asset
- Previous administrative experience in the utility or construction industry is an asset

Skills

- Unwavering commitment to workplace health & safety
- Highly organized with excellent prioritization skills and ability to meet tight deadlines
- Strong customer service and communication skills
- Fully proficient with the full Microsoft Office Suite
- Ability to work independently with a strong sense of professionalism and business acumen



To Apply

To learn more about The K-Line Group of Companies and career opportunities, please visit our website at www.k-line.ca. Interested candidates are invited to submit a resume to: careers@k-line.ca.

Company Overview

Celebrating 50 years of Business Excellence in 2017, the K-Line Group of Companies provides complete, one-source solutions for the high voltage and related sectors. Comprised of eight industry-specific divisions, we offer one-source expertise in engineering, design, procurement, construction, commissioning and maintenance of high voltage power delivery systems, including temporary power services, independent laboratory testing and complete fleet repair and refurbishing services. K-Line was established in 1967 and is registered to the ISO 9001 Quality Management Standard and OHSAS 18001 Health and Safety Management Standard.

The K-Line Group is an equal opportunity employer. Upon request, accommodation will be provided for persons with disabilities through all stages of the recruitment and selection process.

We thank all applicants for their interest in this opportunity. Only those candidates who are selected for an interview will be contacted.

