



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 based out of our **Stouffville, ON** office:

SCHEDULER & PRODUCTIVITY COORDINATOR

Working in Operations and closely with Project Management, this position will coordinate the scheduling of people, tools, equipment and materials to effectively plan for actual and anticipated complex and sophisticated multi-level projects. Major accountabilities include:

- Resource Coordination—read and interpret various contracts and the resources required to handle the demands of the contracts
- Productivity Analysis—interpret the tracking of actual vs estimated productivity for all projects using data from sales forecasts, new business opportunities, customer expectations and internal supply constraints and adjust scheduling as required
- Assist in forecasting hours, tracking utilization and monitoring workforce resources needs
- Implement processes and methodologies related to planning and scheduling resources and capacity, and productivity analysis
- Collaborate across divisions to monitor and share resources and to fulfill resource needs
- Use spreadsheets and change orders to identify holes and gaps in resources and collaborate with customers to determine upcoming and forecasting scheduling requirements

Experience, Education & Skills Required

- Currently using Microsoft Office including Excel, Word and MS Project
- Direct work experience with implementation of continuous improvement in a project-related position
- Industry experience in Project and/or Scheduling function with experience in complex and sophisticated multi-level projects
- Demonstrated experience analyzing work crew productivities



- PMP or equivalent industry work experience
- Post-secondary education in a related discipline
- Experience with Primavera 6 and MS Access are a definite asset
- Experience with a corporate ERP system such as Sage, SAP or other is an asset
- Ability to effectively handle multiple tasks simultaneously and effectively in a demanding environment, and meet deadlines
- Excellent listening skills and ability to quickly grasp key concepts and requirements
- Exceptional organizational skills with the ability to work efficiently, productively, and independently

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.

