



## **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. Proudly awarded Gold Standard 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 to be based out of **White, City, Saskatchewan** for the position of:

### **FLEET ADMINISTRATOR**

#### **Responsibilities**

- Create and maintain Fleet reporting of vehicle costs per kg, mileage, PTO and engine hours
- Review and submit weekly payroll timesheets for the Fleet division hourly employees
- Obtain, file and track Driver's Abstracts reviewing for any infractions
- Review daily fuel exceptions and investigates where necessary
- Maintain Inventory and records of Fuel Card assignment
- Update and distribute all licensing within the garage/fleet
- Maintain fleet unit masters, technical data, charge out rates and make necessary adjustments for charge out rates on all units to provide cost benefit analysis
- Follow federal and provincial applicable laws related to vehicle movement, guidelines, regulatory codes and standards
- Manage annual permits ensuring current and valid
- Manage and ensure CVOR is in good standing order and meets renewal on time

#### **Experience & Education**

- Minimum two (2) years' experience in an administrative role
- Post secondary education in Business Administration, Office Administration or related field is an asset



## Skills

- Highly organized with the ability to multitask and meet tight deadlines
- Ability to work independently with minimal supervision
- Strong computer skills, including proficient with accounting software and Microsoft Office Suite
- Keen eye for detail

## To Apply

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

**Position Location:** White City, Saskatchewan

## 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.*

