



## **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 **Scarborough, ON** for the position of:

### **GTA OPERATIONS ADMINISTRATIVE ASSISTANT (WINTER TERM CO-OP STUDENT)**

#### **Responsibilities**

- Perform high volume data input and processing of documentation related to the GTA Operations division
- Create various monthly, quarterly, and year-end reports related to the division
- Develop and maintain strong business relationships within the division and internal stakeholders
- Provide general administrative support including ordering office supplies, handling incoming and outgoing courier packages, filing, photocopying, recording meeting minutes etc.
- Provide backup support to other administrative assistants in the division

#### **Experience & Education**

- Minimum two (2) years' experience in an administrative role
- Currently enrolled in post-secondary education in Business Administration, Electrical Engineering Technology or related field
- Previous experience in the utility, energy or construction industry an asset
- Minimum one (1) year experience in Accounts Receivable and Payable is an asset



## Skills

- Excellent computer skills including Microsoft Office
- Highly organized with the ability to handle multiple deliverables
- Strong customer service & communication skills
- Keen eye for detail
- Strong commitment to safe work practices

## 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:** Scarborough, ON

## 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.*

