



## **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 **Stouffville, Ontario** for the position of:

### **HUMAN RESOURCES ASSISTANT**

#### **Responsibilities**

- Provide full-cycle recruitment support including job postings, screening and maintaining resumes, and coordinating, scheduling and conducting interviews
- Facilitate new employee orientation
- Prepare various monthly and quarterly HR reports related to Performance Management, Vacation Management and other various Executive HR reporting
- Create, design and distribute monthly employee newsletter
- Update and maintain HR related material and information for the corporate website, LinkedIn page, ADP Payroll portal and other social media
- Assist in Job Evaluation and Compensation planning
- Initiate and maintain apprenticeship registration
- Provide day-to-day employee relations guidance, support in the interpretation of HR policies, and best practices
- Assist in coordinating employee functions

#### **Experience & Education**

- Post-secondary education is required, education in Human Resources or Business Administration is preferred
- Minimum one (1) year experience in an Administrative role
- Previous recruitment experience is an asset
- Previous experience in the utility, energy or construction industry an asset
- Previous experience in a unionized environment is an asset



## Skills

- Strong sense of confidentiality and discretion
- Well organized with excellent prioritization skills
- Ability to manage conflicting demands
- Strong customer service, support and communication skills
- Proficient with the full Microsoft Office Suite
- Self-motivated, team player with strong professionalism and business acumen

## 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.*

