



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 **Lethbridge, Alberta** for the position of:

FLEET, TOOLS & FACILITY ADMINISTRATOR

(PART-TIME)

Responsibilities

- Full-cycle Accounts Payables and Accounts Receivable responsibilities including maintaining the billing database
- Strong Microsoft Excel skills such as creating spread sheets, invoicing and using formulas
- Assist in maintaining established programs of safety and environmental controls for building occupants and property requirements
- Create and maintain Fleet reporting of vehicle costs per kg, mileage, Power take-off and engine hours
- Submit and maintain prorate reports
- Obtain, file and audit Driver's Abstracts, reviewing for any infractions
- Audit and maintain Driver logs as per Federal Regulations
- Create requisitions and Purchase Orders based on job numbers and/or GL codes
- Assist the Mechanics and Fleet Manager with other related duties as required

Experience & Education

- Minimum two (2) years' experience in an administrative role
- Post secondary education/training in Business Administration, Office Administration or related field is an asset
- Accounts Payable and Account Receivables experience is required



K-LINE
GROUP OF COMPANIES



Skills

- Strong written and verbal communication skills
- Ability to adapt quickly to changing needs and requirements
- Highly organized with the ability to multitask and meet tight deadlines
- Ability to work independently with minimal supervision as well as in a team environment
- Strong computer skills, including proficiency with accounting software and office productivity tools
- 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. Interested candidates are invited to submit a resume to: careers@k-line.ca.

Position Location: Lethbridge, Alberta

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.
No agencies please*

