



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:

PROJECT COORDINATOR – SUBSTATIONS AND PROJECTS

Overview

Working within our Substations and Projects Construction Division, this role will play a key part in helping manage resources and information as it relates to electrical construction projects. The successful candidate for this entry level role will be eager to learn, personable, and have excellent time management skills. This position will work closely with our Project Manager to prepare comprehensive action plans and perform tasks to support the Substations and Projects division team.

Responsibilities

- Assist in full-cycle project management through day to day coordination of ongoing projects and related projects requirements including purchase orders, material tracking, Requests for Information (RFI's), transmittals, submittals, change requests/orders, job set-up, drawing files updates, project reports, and proactive planning of same
- Prepare tender packages and quotations. Schedule signage and delivery of tenders in a timely manner
- Coordinate meetings, conference calls, and other events. Book rooms and conference lines and arrange for catering. Confirm attendance, prepare and distribute agendas and other materials. Take, transcribe, and distribute minutes
- Ensure proper functioning of department's office equipment. Arrange for repairs and maintenance as necessary
- Perform various clerical tasks such as photocopying, faxing, filing, and ordering and maintaining department supplies
- Responsible for entering all project data in electronic systems
- Assist project manager and site management with safety planning and document retention
- Distribution project data to customers and stakeholders in timely manner
- Ensure full compliance with all health, safety and environment procedures and requirements
- While this role is intended to be office based to start, it is anticipated that this will lead to more accountability and responsibility with some field related activities when progression within the role has advanced sufficiently

Experience & Education



- Relevant Post-Secondary education is required
- Valid Ontario drivers license is required
- Relevant Technical Experience in High Voltage Electrical, Heavy Civil Construction or Electrical Maintenance and Testing will be considered an asset
- Experience in a project coordinator capacity is an asset
- A Professional Project Management designation or demonstration of working towards same is an asset

Skills

- Highly organized with ability to multitask and meet tight deadlines
- Strong written and verbal communication skills
- Excellent computer skills with proficiency in Microsoft Office Suite
- Ability to adapt quickly to changing demands
- Ability to protect confidential and sensitive information
- Self-motivated with the ability to work independently with minimal supervision, and as a team

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.

