



K-LINE
GROUP OF COMPANIES



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 new Operations position of:

OPERATIONS ASSISTANT

Responsibilities

- Coordinate apprenticeship program through scheduling school and training sessions, apprentice meetings, evaluations, and maintaining training records.
- Pre-Hire Workshop – schedule and coordinate events and presentation materials, plan overall calendar of day's events, screen and organize candidate resumes for invitation to pre-hire workshop and coordinate follow-up.
- Manage, administer, and report on critical equipment and data as identified by group leader.
- Provide support to fleet and tool supervisor as needed, assist with quarterly tool inventories, recording tool allocations in relevant locations, etc.
- Coordinate various departmental meetings and conference calls as requested, and record and distribute meeting minutes as required.
- Coordinate onboarding of new hires and administration of associated paperwork (PCN/IT requests/PPE/etc.)
- Manage and coordinate Foreman and Sub-Foreman's scorecards.
- Process timesheets and manage weekly documentation.
- Reconcile department credit cards.
- Other related duties as required.

Experience & Education

- Minimum two (2) to five (5) years' experience in related role
- Direct experience in high voltage industry is preferred



Skills

- Ability to multitask and meet tight deadlines
- Strong written, verbal and interpersonal communication skills
- Well organized with excellent prioritization and analytical skills
- Ability to adapt quickly to changing needs and requirements, and handle frequent interruptions
- Strong computer skills with proficiency in Microsoft Office and ability to manage large volumes of data

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: Stouffville, Ontario

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.

