



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 premier 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 premier Canadian owned utilities solutions company. We currently have an opportunity available to be based out of **Stouffville, Ontario** for the new Quality position of:

QUALITY COORDINATOR

Responsibilities

- Point of contact for managing all activities within Document Change Control Process including receiving, reviewing, and managing version control of all system documentation
- Facilitate the annual planning, coordination, scheduling, and communication of Internal and External audits to all departments
- Assist in developing internal auditing tools and conduct internal audits for departments
- Ensure all quality system documents (policies, SOP's, SWP's, and forms) are up to date and compliant with current regulations
- Collect and compile data, contact clients, research information, produce reports and manuals, prepare presentations and other documents
- Ensure record keeping of Quality system documentation in line with the agreed Document Retention Policy
- Plan meetings, conference calls and events. Confirm attendance, prepare and distribute agendas and materials, take meeting minutes and follow up on action items
- Perform various clerical tasks such as photocopying, faxing, filing, and ordering and maintaining department supplies
- Assist to manage, review, and provide status of open Opportunity for Improvement (OFI's), Non-Conformances (NC's) to the businesses
- Respond to customer's and other departmental general inquiries and requests for information when needed
- Provide administrative support to manager and department as needed

Experience & Education

- High School diploma is required
- Post-secondary education in Administration, Quality or related field is required
- Minimum two (2) years' experience in quality systems (e.g., ASQ, ISO or equivalent)



- Internal Auditor Training in ISO 9001:2015 is an asset
- Previous administrative experience in a utility, energy or construction industry is an asset

Skills

- Strong organizational skills with demonstrated ability to multitask and prioritize
- Excellent written, oral and interpersonal communication and problem-solving skills
- Ability to effectively work independently or in a team
- Keen eye for detail
- Strong customer service skills
- Fully proficient with MS Office, Timberline/Sage, Visio, and other company-used software tools

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.

