

## INDUSTRY LEADER AND BEST MANAGED COMPANY

Proudly awarded Platinum Standard in 2021 as **one of Canada's Best Managed Companies**, K-Line continues its quest to be the premier Canadian owned utilities solutions company. At K-Line, our core values of Safety, Quality, Integrity, Operational Excellence and Customer Satisfaction are the foundation of everything we do. We are a premier high voltage electrical contractor, that provides exceptional value to our utility and related partners through an unwavering commitment to these K-Line values. We currently have the following opportunity available out of our **Western Canada division** – location dependant on selected candidate (AB- Calgary, SK-White City).

Position Name	<b>Human Resources Assistant</b>
Job Code	<b>HRAS- 052022</b>
Department	<b>Human Resources</b>
# of Positions	<b>1</b>
Closing Date	<b>May 23, 2022</b>
Working Conditions	<b>Temporarily remote until further notice. Occasional office visits</b>

### Job Overview

As the Human Resources Assistant, you will wear multiple hats while supporting the daily operations of the Human Resources Department, covering a wide range of administrative tasks. This role will support core HR functions such as talent acquisition, employee relations, on and off boarding, and various project work.

### Responsibilities:

- Prepare, post, and maintain job postings on internal and external recruitment sources
- Screen resumes and shortlist candidates for the hiring manager. Coordinate the interview process by scheduling interviews, preparing materials and conducting reference checks as required
- Provide day-to-day HR guidance, support and interpretation of existing HR policies, procedures and programs
- Assist in the creation and distribution of K-Line's monthly employee newsletter
- Responsible for the administration of HR documentation and data entry
- Support the onboarding process, including coordinating pre-employment paperwork and orientation sessions, and facilitating orientation sessions
- Update and maintain HR related material and information for the corporate website, LinkedIn page and other digital outlets
- Assist in coordinating all HR-related initiatives and programs, including but not limited to employee engagement initiatives, HR projects, HR reporting, meetings, etc.
- Provide backup assistance in monitoring the HR inbox and address employees' general inquiries, flagging and escalating issues to HR leaders
- Assist in coordinating employee functions and social events

## Qualifications and Requirements

- Post-secondary education is required. A focus in Human Resources or Business Administration is preferred
- Minimum one (1) year relevant HR experience in a fast-paced environment
- Previous experience in the utility, energy or construction industry is an asset
- Previous experience in a unionized environment is an asset
- Strong sense of confidentiality and discretion
- Ability to prioritize and manage conflicting demands
- Excellent communication skills both verbal and written
- Ability to interact and build professional and effective working relationships with employees at all levels of the organization
- Proficient with Microsoft Office Suite
- Self-motivated with the ability to work independently with minimal supervision and with a team

## To Apply

Interested candidates are invited to apply at [careers@k-line.ca](mailto:careers@k-line.ca) by 4:30PM EST quoting Job Code **HRAS- 052022** prior to the closing date indicated above. We thank all candidates for their interest; however, only those selected for an interview will be contacted via email. No Agencies please.

## Company Overview

K-Line was established in 1967 and is registered to the ISO 9001 Quality Management Standard and ISO 45001 Health and Safety Management Standard.

K-Line Group is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. At K-Line, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

