

The Toronto Port Authority (“TPA” or the “Authority”), established in June 1999 under the Canada Marine Act, operates the Port and related facilities in a fiscally responsible manner for the benefit of the City of Toronto, the Province of Ontario and Canada. It has several businesses, including Port Operations, Property Administration, Billy Bishop Toronto City Airport and the Outer Harbour Marina.

ADMINISTRATIVE ASSISTANT- PROJECTS

The TPA is looking for a professional, highly motivated, organised team player who will contribute to the efficient day-to-day operations of the TPA by supporting its management team and other staff.

QUALIFICATIONS:

- Post-secondary education in Office Administration, or equivalent. Post secondary education or training in Project Management would be an asset.
- Minimum of five (5) years’ experience in a fast-paced, team-oriented head office environment. Experience in construction and real estate project management is preferred.
- Superior communication skills with excellent spoken and written English.
- High proficiency with Microsoft Office. Database and Project software proficiency would be an asset.
- Ability to handle tight deadlines.
- Possess problem solving and decision making skills.
- Proficiency with use of office equipment including computer, voice messaging systems, fax, photocopier/scanner.

The Administrative Assistant will demonstrate competence in the following areas:

- *Relationships:* Maintain positive working relationships with others, both internally and externally.
- *Communication:* Excellent oral and written communication skills.
- *Needs Assessment:* Anticipate, understand, and respond to the needs of direct reports and colleagues to meet or exceed their expectations.
- *Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions to enhance organizational effectiveness; ability to undertake self-directed tasks when necessary.
- *Flexibility:* Professionalism, positive attitude, ability to work in a fast-paced environment and respond to staff and management needs.
- *Organization:* Excellent time management skills; attention to detail; the capacity to prioritize by assessing situations to determine urgency; ability to develop a work schedule, set goals, create / implement actions plans and monitor progress towards goals; and ability to make clear, timely decisions.

DUTIES & RESPONSIBILITIES:

The successful candidate will be required to perform a range of duties including, but not limited to:

- Providing general administrative support to 3 managers and other staff
- Using computer word processing, spreadsheet, and database software to create reports and other documents
- Answering general phone inquiries in a professional and courteous manner
- Routing messages and phone inquiries
- Replying to general information requests with accurate information
- Greeting visitors in a professional and friendly manner
- Creating and managing filing system(s)
- Preparing and sending outgoing faxes, mail, and packages
- Forwarding incoming general e-mails to the appropriate staff member
- Preparing cheque requisitions and handling invoices
- Scheduling meetings and managing calendars for 3 managers
- Coordinating set-up for and catering of meetings
- Other duties as assigned

COMPENSATION: Salary range from \$40,000 to \$45,000 plus a competitive benefits package.

Please e-mail resume with covering letter to: hr@torontoport.com, stating Administrative Assistant-Projects in the subject line.

We thank applicants for their interest in the position. However, only applicants chosen for an interview will be contacted. The Toronto Port Authority is an equal opportunity employer.

Interested applicants are invited to visit the TPA website at www.torontoport.com for further information about the Toronto Port Authority.