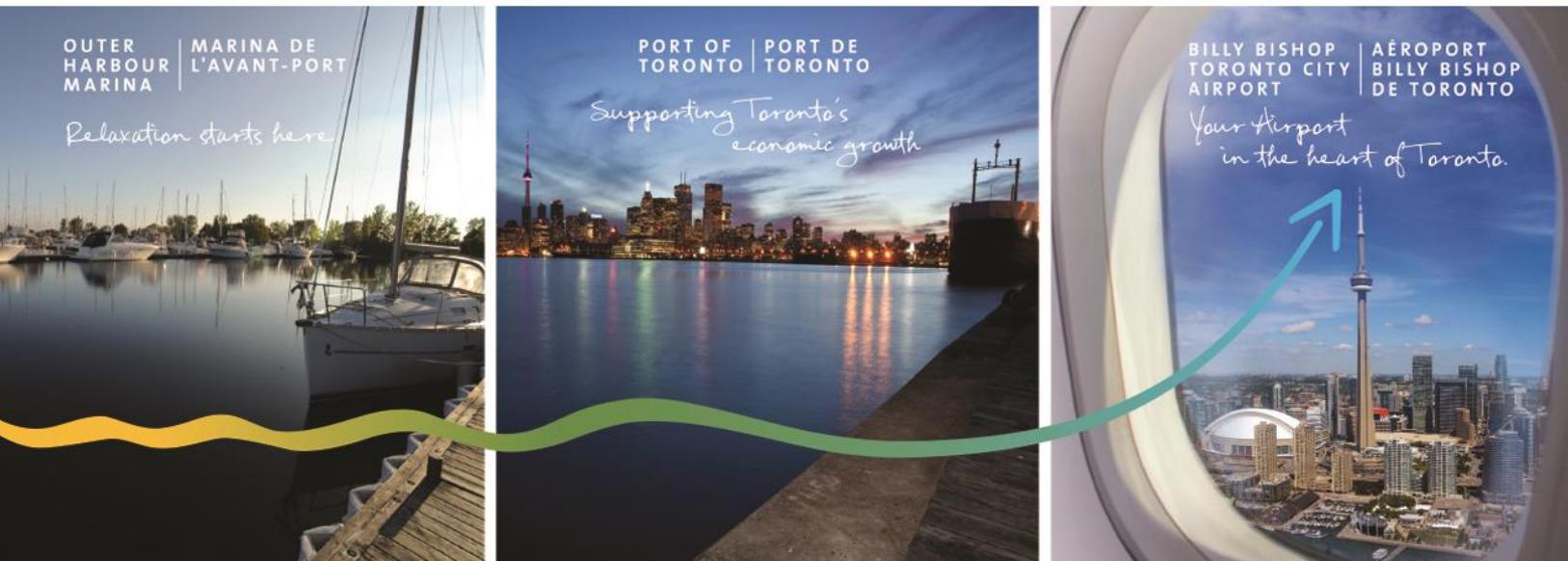


• *your* TORONTO • *your* WATERFRONT • *your* OPPORTUNITY



LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY



The Toronto Port Authority, doing business as PortsToronto operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

If you're looking for a great career and a chance to make an impact, Ports Toronto has the following opportunity awaiting you:

PROJECT ADMINISTRATOR

POSITION OVERVIEW

This position is responsible to plan and coordinate project scheduling, budgeting, and administrative tasks. The role supports the Vice President Infrastructure, Planning and Environment as well as the project management team by facilitating project logistics including meeting set up and clean up as well as coordinating conference calls and rooms, organizing IT equipment and catering etc.

This position also supports the project team in the development of presentations from conceptual development stage through to final construction. The Project Administrator takes meeting minutes and action items during team meetings and tracks follow-up items to ensure progress. This position is responsible to ensure the electronic file system and hardcopy system is kept confidential.

DUTIES & RESPONSIBILITIES:

- Create specific strategies and templates for consistent and effective project management, implementation and closure of projects.
- Responsible for information management and accountability for all confidential reports, drawings, documents, contracts and agreements to ensure the VP and project management office team can easily access.
- Develop and maintain an information/records management system, in conjunction with the IT Department and other business units within the organization. Responsible to train project management team on the new system to ensure consistency and effective records management.

- Maintain contacts with existing contractors/consultants and potential stakeholders involved in projects
- Coordinate and track tasks assigned to the project team/project managers.
- Coordinate and track procurement to ensure timelines, processes and policies are met.
- Coordinate and work with VP and Project Managers to track time and cost of various projects.
- Write and/or draft confidential letters, memos, and briefing notes and send them for review prior to sending to appropriate bodies.
- Attend meetings and take minutes, accurately drafting the minutes in a timely manner for review and distribution
- Assist VP to develop presentations etc. for client, contractor/consultant or Board meetings.
- Receive incoming mail, calls, messages and clients.
- Manage VP calendar and Department vacation and training schedules.

QUALIFICATIONS:

- Post-secondary degree in a related areas such as Information Management or Project Management
- Minimum 5-10 years of direct experience providing superior administrative support to senior management and teams in a corporate, fast paced environment
- Able to successfully assist a high functioning and busy team, with competing priorities
- Experience modernizing, developing, and managing both paper and electronic records
- Experience in preparing and delivering training to management and staff
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to build strong professional relationships and stakeholder networks
- Excellent communication skills both oral and written, including a strong knowledge of grammar, spelling and proof-reading abilities.
- **Expert level computer skills** with Microsoft Office products is essential to this position
- Able to compose correspondence and prepare professional documentation, letters, memos, reports, presentations, spreadsheets.
- Highly organized, possessing a solid ability to plan and follow up.
- Exceptional problem solving, critical thinking and customer service skills.
- Excellent time management ability is vital, including a strong sense of urgency
- Possess tactfulness and able to maintain confidentiality with sensitive information
- Able to work independently as well as being a high-functioning member of a team
- Able to handle a variety of projects and produce work with a high degree of accuracy and strong attention to detail.
- Able to multi-task, manage and meet deadlines, be flexible and adapt easily to change.

We offer a challenging and rewarding place to work, and provide our employees with a competitive compensation package and a positive work environment.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: careers@portstoronto.com on or before June 18th, 2017.

In the Subject Line state: **PROJECT ADMINISTRATOR**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.

PortsToronto is an equal opportunity employer.

*To learn more about PortsToronto and the exciting work we are doing
to be a city-builder and transform Toronto's waterfront go to www.portstoronto.com*