



## 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 chance to make an impact, PortsToronto has the following opportunity awaiting you:

### RECORDS and ARCHIVES ADMINISTRATOR

#### POSITION OVERVIEW

This position is responsible for scanning paper documents, including historical and fragile documents, into an electronic records system for storage. Accurate cataloguing and archiving of documents and correspondence is e-filed and/or boxed and placed into the Records database for storage off-site.

This role also sets up file systems, researches, retrieves and compiles information from the records database, including Access to Information and Privacy Requests (ATIP). This position provides back up support and assists the Records Manager to do the Daily News Clippings in their absence. As well, this position provides support (administrative or clerical) on an 'as needed' basis to other departments.

#### DUTIES & RESPONSIBILITIES:

General activities and functions include, but are not limited to:

#### Scanning and Archiving

- Scan all documents and electronically file.
- Re-position scanned confidential documents if necessary to ensure scanned documents are readable and accurately filed as instructed.

## **Records and Other Administration**

- Catalogue and archive documents and departmental correspondence into the Records database (In-Magic) for storage off-site.
- Create and/or organize or update departmental file systems, including e-filing and cabinet filing
- Assist the Legal Department with research, retrieving and compiling information for Access to Information and Privacy requests (ATIP) as needed
- Assist with Board Packages when requested
- Provide administrative or clerical support to other departments when requested, including assisting with special projects
- Conduct information searches and retrieval both online and via off-site storage
- Photocopy and/or bind documents as requested
- Organize and close active files and photographs. Re-store in on and off-site locations
- Assist and provide cover-off duties to the Corporate Services Manager and Archivist/ Records Manager as required
- Research, collect and email the daily news clippings and weekly round-up, when required
- Set-up meeting rooms for internal and external meetings when requested
- Update Tickler Lists with new information provided and add any important dates to Outlook calendar
- Answer the PortsToronto main incoming telephone line and the elevator intercom
- Perform Administrative duties including admin back up to cover absences, as needed

## **QUALIFICATIONS:**

- Post-secondary Degree in Digital Archive Management, Certificate in Library and Information Studies or Library Science, Archival Practices or Information Studies.
- Minimum three (3) years working in an archive, records management environment.
- Solid knowledge of the In-Magic database is an asset
- Must be able to tolerate repetitive and redundant tasks.
- Self-starter and motivated, exceptionally strong organizational skills are required.
- Must be trustworthy and professional, experience handling confidential and sensitive material is required.
- Solid communications skills including clear writing and verbal skills; and strong research ability.
- Demonstrated ability to work with multiple stakeholders in a professional, diplomatic and tactful manner.
- Excellent attention to detail.
- Strong work ethic; highly organized, flexible.
- Able to prioritize multiple requests effectively and work independently in a fast-paced environment with tight deadlines
- Experienced with administrative and clerical duties
- Proficiency with Microsoft Office (Word, Excel, and PowerPoint) is required.

We offer a challenging and rewarding place to work, and provide our employees with 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](mailto:careers@portstoronto.com) on or before September 13, 2017.**

In the Subject Line state: **Records and Archives 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](http://www.portstoronto.com)*