



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 permanent, full-time opportunity awaiting you:

LICENSES CLERK-SEASONAL

DUTIES and RESPONSIBILITIES

- Responds to inquiries, giving out information and solving problems.
- Processes new license applications and renewals.
- Enters information related to new licences, renewals, cancellations and changes in database.
- Reconciles and balances daily boat license entries.
- Prints daily reports.
- Follows up with licensees regarding insufficient fund cheques and denied credit card payments.
- Coordinates testing for Boat Operator Licenses, setting up appointments.
- Files documents.
- Must adhere to all PortsToronto policies and procedures.
- Must comply with all Safety and Health policies, procedures, and legislated requirements and must wear designated safety equipment.
- Other duties as assigned by PortsToronto.

QUALIFICATIONS and ABILITIES

- Must have excellent customer service skills.
- Must have good computer skills in Microsoft Windows environment.
- Must be proficient with Excel applications.

- Must be a self-starter with strong organizational skills, be able to deal with a variety of office and basic accounting related functions
- Must have the ability to work independently with little supervision.
- Must have good command of English, including the ability to read, write, and speak clearly.
- Must be bondable.

WORK LOCATION: Outer Harbour Marina 475 Unwin Ave, Toronto, ON M4M 3M2

COMPENSATION: \$20.30/hour.

CONTRACT DATES: April 30 to October 12, 2018

HOURS OF WORK: Scheduled 7 hours per day, Monday to Friday, between 8:00 a.m. and 4:00 p.m.

We offer a challenging and rewarding place to work.

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 February 13, 2018.

In the Subject line, please quote: **LICENSES CLERK- SEASONAL**

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 the Toronto Port Authority operating as PortsToronto and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to www.portstoronto.com*