

*Waterfront Toronto is chartered to put Toronto at the forefront of global cities in the 21<sup>st</sup> century by transforming the waterfront into beautiful and sustainable new communities and parks, fostering economic growth in creative industries, and ultimately defining how the city, province and country are perceived by the world. If you are interested in becoming part of this dynamic organization and welcome a challenging work environment, join us at...*

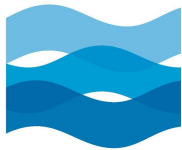
## **Administrative Assistant, One Year Contract**

You will provide administrative / secretarial support to Vice Presidents and their departments. As an administrative professional with a successful track record, you have demonstrated the ability to maintain and prepare a range of materials including correspondence, expense claims, reports and presentations etc. and respond to routine enquiries in a professional manner. The successful candidate will have the ability to work independently, participate in special project and carry-out research as required.

### **Skill and Qualification:**

- Preparation and compositions of routine correspondence including memo's, letters etc.
- Strong organizational skills are required for scheduling meetings, managing schedules, making travel arrangements when necessary and maintaining a filing system.
- Excellent communication and interpersonal skills in dealing with internal personnel, governments and consultants on an ongoing basis.
- Ability to multi-task, with strong organizational and time management skills.
- Attention to detail.
- Excellent ability to work in a team environment with minimal supervision.
- Proficiency in Word, Excel, PowerPoint and Outlook.

**Salary and Benefits:** We offer a competitive salary and benefit package.



**WATERFRONToronto**

Candidates should mail/fax or email their resumes and brief cover letter by October 21, 2011, **quoting File # 6/11** to:

Human Resources  
Waterfront Toronto  
20 Bay Street, Suite 1310  
Toronto, Ontario M5J 2N8

[careers@waterfrontoronto.ca](mailto:careers@waterfrontoronto.ca)

*We thank all applicants, however only those selected for an interview will be contacted. We are an equal opportunity employer.*

*For more information visit our website at: [www.waterfrontoronto.ca](http://www.waterfrontoronto.ca)*