



Positions:	Administrative Assistant
Term:	Full time
Location:	Toronto, Ontario
Reports to:	Vice President, Human Resources & Administration

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in urban design, real estate development, and leading technology infrastructure. Working with the community, and with public and private-sector partners, Waterfront Toronto creates complete neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

The Opportunity: Administrative Assistant

Waterfront Toronto is seeking an Administrative Assistant to provide administrative support to Executives, along with their departments. This includes day-to-day administrative support such as scheduling meetings and organizing and coordinating their calendars.

Key Responsibilities:

- Manage the Executive's calendar and ensure scheduling conflicts are resolved in a timely and efficient manner.
- Liaise with internal and external stakeholders on behalf of the Executive to schedule and confirm meetings.
- Prepare and set up for meetings as needed, including creating and distributing meeting reference material, agendas, audio-visual conferencing.
- Attend meetings as required to record minutes with action items and follow up accordingly.
- Submit expense reports.
- Maintain filing and follow-up systems.
- Prepare and process records for archiving.
- Prepare a range of materials including correspondence, reports, presentations, etc.
- Format, print, photocopy and scan documents as required.
- Along with other administrative staff, provide lunch relief to the receptionist and share coverage of reception duties during absences.
- Additional duties as assigned.

Skills and Qualifications:

- Demonstrated experience providing administrative / secretarial support to senior leaders.
- Experience preparing and distributing meeting materials, including drafting agendas, taking meeting minutes and setting up meeting rooms and A/V.
- Experience submitting expense reports.
- Strong organizational and problem-solving skills are required for scheduling meetings, managing schedules, maintaining filing systems and making travel arrangements as required.
- Excellent oral and written communication and interpersonal skills to respond to internal personnel, governments and consultants on an ongoing basis.
- Proven experience multi-tasking, effectively managing changing priorities and using well-developed time management skills.

- Excellent attention to detail and strong focus on consistently providing superior quality of work.
- Proven track record as a team player, and also the ability to work independently with minimal supervision.
- A resourceful and creative problem solver.
- Superior proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Experience working in Development and/or Construction industries, government agencies, or public sector would be an asset.

Salary: We offer a competitive salary and benefits package.

Other Considerations

During this time, Waterfront Toronto is operating in a hybrid work environment with employees currently required to work at least two days per week in the office for collaboration and engagement, with the option to work remotely for the remainder of the week. In addition, Waterfront Toronto has a mandatory COVID-19 vaccination policy that requires all staff and visitors to the office, including prospective new employees, be fully vaccinated by a Health Canada approved COVID-19 vaccine. Individuals with valid medical or other human rights-based exemption will be considered for appropriate accommodation within the policy.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfrontoronto.ca quoting **File 22-24**, no later than **August 1, 2022**.

Please indicate in your cover letter how you learned about the job posting and include the specific site or network.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs.