



**Position:** Summer Intern, Procurement  
**Term:** Contract from May 2023 to August 2023  
**Location:** Toronto, Ontario, Canada  
**Reporting to:** Director, Procurement

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 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.

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## **The Opportunity: Summer Intern, Procurement**

Waterfront Toronto is seeking a **Summer Intern, Procurement** to support with various tasks, including the digitization of Procurement documents. This is a great opportunity to gain exposure to public procurement and contracting requirements. To be considered for this role, candidates must have been enrolled in a post-secondary institution during the 2022-2023 academic year.

### **Key Responsibilities:**

- Support Waterfront Toronto's Procurement department by drafting letters, formatting reports, and conducting targeted research.
- Assist with reorganizing and digitizing the current existing database of hard copy procurement files.
- Perform an inventory of the documentation stored in the procurement storage room and drawers.
- Categorize the identified documentation.
- Digitize documents deemed necessary for future reference.
- Box and label files, preparing documents for delivery and to offsite storage and ensuring documents are trackable.
- Take meeting minutes or notes for Procurement documentation.
- Miscellaneous tasks as required.

### **Skills and Qualifications:**

- Studying Business during the 2022-2023 academic year.
- Supply Chain or Procurement knowledge is an asset.
- Strong computer skills and excellent proficiency in Word, Excel, and PowerPoint. Experience with SharePoint is an asset.
- Strong attention to detail.
- Excellent communication skills.

**Salary:** We offer a competitive salary.

## **Other Considerations:**

During this time, Waterfront Toronto is operating in a hybrid work environment with employees currently required to work in the office a total of five days spread out over a two-week period, for collaboration and engagement purposes. Employees have the option to work remotely for the remainder of the week.

## **Application Process:**

Candidates should email their resume and cover letter, together in one (1) PDF document to: [careers@waterfrontoronto.ca](mailto:careers@waterfrontoronto.ca), quoting **File #23-05**, by **Friday, March 31, 2023**. 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 Act, 2005 (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs, up to the point of undue hardship.*