

The Toronto Port Authority owns and operates:
L'Administration portuaire de Toronto possède et exploite:

AÉROPORT DE TORONTO BILLY BISHOP TORONTO CITY AIRPORT | PORT OF TORONTO / DE TORONTO | OUTER HARBOUR MARINA / DE L'AVANT-PORT

The Toronto Port Authority 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.

The Toronto Port Authority has the following exciting contract (4-months), full-time, internship opportunity awaiting you:

AIRPORT INTERN

The Billy Bishop Toronto City Airport Intern will assist the airport management team with airport operations and various airport programs. This position offers a great opportunity to gain practical experience in airport operations and programs, while also offering a deeper understanding of how an airport operates as whole.

RESPONSIBILITIES:

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

- Support the day-to-day functions of the Airport.
- Support the Safety & Noise Management Office through monitoring, investigation and communication of concerns.
- Provide general administrative support to the airport team.
- Assist with the development and management of new and existing airport programs.
- Assist in preparing presentations, data reports, regulatory documents, files and keep records.

- Participate in meetings, preparing agendas, notes, and action items.
- Answer the telephone and respond to emails about services provided by the Airport.
- Must comply with all Toronto Port Authority's policies and procedures including Health and Safety policies, SOPs, procedures, and legislated requirements.
- Any other duties that may be assigned by Toronto Port Authority.

QUALIFICATIONS AND ABILITIES:

- Currently enrolled in a post-secondary program related to Aviation, Business Administration, or other relevant field.
- Able to handle sensitive and confidential information in an ethical and professional manner.
- Excellent organizational and time management skills.
- Detail-oriented with the ability to multitask and prioritize in a fast-paced environment.
- Proficient in Microsoft 365.
- Strong analytical skills with the ability to report data and identify trends.
- Strong written and verbal communication skills.
- Strong interpersonal skills, able to provide excellent customer service, able to interact with all levels in a professional, positive manner, able to build relationships and be team player.
- Reliable, resourceful self-starter who takes initiative and is able to work independently and within a team environment.
- Able to handle and produce work with a high degree of accuracy while managing deadlines and adapting easily to change.
- Prior aviation industry experience is an asset.
- Bilingual in English and French is an asset.

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@torontoportauthority.com

By submitting a resume and/or job application materials, you consent to the Toronto Port Authority collecting, using, and disclosing your personal information for the purposes of present or future job opportunities, in accordance with our Privacy Policy.

Licenses and other documentation may be requested from candidates moving on to an interview.

In the subject line, please quote: **AIRPORT INTERN**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted. The Toronto Port Authority is an equal opportunity employer.

To learn more about the Toronto Port Authority and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to www.TorontoPortAuthority.com