



JOIN OUR TEAM REJOIGNEZ NOTRE ÉQUIPE



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

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 permanent, full-time, opportunity awaiting you:

COORDINATOR, HARBOUR OPERATIONS

The Harbour Operations Coordinator supports the efficient delivery of Harbour Operations through administrative, operational, and stakeholder coordination. The role manages daily office functions, maintains records and data systems, and processes permits, authorizations, and invoices. Serving as a key point of contact, the coordinator provides customer service and responds to inquiries related to Harbour activities, licensing, and filming requests. The position also supports cruise ship terminal operations and assists with departmental projects and initiatives. Strong organizational, communication, and multitasking skills are essential to succeed in this dynamic role.

RESPONSIBILITIES:

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

- Prepare Harbour Master Authorizations for construction and /or events.
- Prepare forms for Harbour Master Authorizations and Filming requests such as waivers, permission forms.

- Prepare Diving Authorizations for diving operations within the Toronto Port Authority's jurisdictional waters.
- Prepare and distribute Notice to Mariners.
- Log Harbour Hotline data.
- Issue Powered Vessel Operator's Permits and collect payments year-round.
- Maintain sufficient quantity of office supplies in an organized cabinet.
- Draft correspondence for the Harbour Master.
- Maintain electronic and hard copy files.
- Assist with cruise ship operations and security.
- Answer telephone enquiries (Harbour Hotline) and coordinate or redirect calls as required.
- Respond to email general enquiries.
- Assist with filming enquiries, requirements and preparation of forms / documents.
- Perform other tasks as assigned.

SKILLS AND QUALIFICATIONS:

- Post-secondary education with a Certificate or Diploma in Office Administration or equivalent.
- Two to three years' experience providing direct administrative support and office oversight.
- Strong interpersonal and customer service skills, with the ability to build positive relationships and collaborate effectively with stakeholders.
- Experience supporting operations in a regulated, public-facing, transportation, marine, municipal, logistics, or similar environment is an asset.
- Excellent oral and written communication skills, including the ability to draft clear, professional correspondence, reports, presentations, spreadsheets, and other documentation.
- Experienced at invoicing and collecting of money.
- Strong attention to detail, with demonstrated accuracy in data entry, data collection, tracking, reporting, and the preparation of summaries.
- Highly organized and adaptable, with the ability to plan, prioritize, follow up, manage multiple tasks, and meet deadlines in a changing environment. Advanced computer skills with Microsoft Office products, Great Plains Dynamics an asset.
- Experience coordinating permits, authorizations, service requests, or compliance-related documentation is preferred.
- Ability to exercise sound judgment, tact, and discretion when handling requests and resolving routine issues.
- Bilingual in English and French an asset.

SPECIAL CONDITIONS:

- Criminal record check will be conducted on hire.
- Flexibility to work occasional extended hours or weekends, as the need arises.
- Ability to obtain and maintain Transport Canada Marine Security Clearance.

WORK ENVIRONMENT / PHYSICAL DEMANDS:

- General office environment with limited privacy and background noise of computer technology and office equipment.
- Standing, walking, bending, moderate lifting, prolonged sitting.

- Job hazards may include musculoskeletal disorders (repetitive strain), neck, shoulder, back fatigue, eye strain.
- Equipment includes computers, printers, photocopier, shredder, cellular communication device, telephone.
- Other hazards include working near or around water, heavy or motorized machinery, loud noise and chemicals.

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

In the subject line, please quote: **COORDINATOR, HARBOUR OPERATIONS**

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.

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