



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 exciting contract (4-months), full-time, internship opportunity awaiting you:

PROJECT MANAGEMENT INTERN

Project Management Intern is a hands-on representative of the Infrastructure, Planning and Environment (IPE) department. This position offers exposure to key aspects of capital project management, including supporting project managers, tracking project progress (scope, schedule, budget, risks), and contributing to the development and execution of infrastructure plans and practices.

RESPONSIBILITIES:

- Assist in the development and monitoring of infrastructure capital projects and schedules from design through to construction.
- Support project managers in coordinating project activities and stakeholders.
- Help with tracking project milestones, deliverables, risks and budgets.

- Assist with the development of procurement packages and evaluation for consultant and contractor services.
- Assist in preparing presentations and documentation for internal and external stakeholders.
- Participate in meetings, preparing agendas, notes, and action items.
- Provide general project governance and administrative support to the team.
- Perform other tasks as assigned by Toronto Port Authority.

QUALIFICATIONS AND ABILITIES

- Currently enrolled in a post-secondary Engineering, Architecture, Construction Management, Urban Planning, Project Management, or a related program.
- A passion for project delivery, with education underway in a related discipline.
- Ability to interpret technical documentation.
- Understanding the entire lifecycle of a capital project, from feasibility studies and design phases to construction, monitoring, commissioning and project close-out. Knowledge of project stages and what deliverables are required at each phase.
- Experience (or strong desire to gain experience) in leading meetings, documenting action items, and ensuring follow-up on critical project tasks.
- Familiarity in preparing reports for senior leadership, team members, and external stakeholders.
- Proficiency in Microsoft Office Suite.
- 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.
- Excellent communication skills, both verbal and written work.
- High level of planning and organizational skill, able to prioritize and meet specific time sensitive deadlines.
- Able to handle sensitive and confidential information in an ethical and professional manner.
- Highly organized, possessing a solid ability to manage projects, plan and follow up.
- Very reliable, resourceful self-starter who takes initiative, able to work independently and within a team environment.
- Able to handle and produce work with a high degree of accuracy and attention to detail.
- Able to multi-task, manage and meet deadlines and adapt easily to change.
- Ability to communicate in French 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

In the subject line, please quote: **PROJECT MANAGEMENT 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