



Direct duties attaché

# JOIN OUR TEAM REJOIGNEZ NOTRE ÉQUIPE



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



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:

## REAL ESTATE AND LEGAL INTERN

This position will provide administrative, research, and document-management support to the Real Estate and Legal teams, helping maintain accurate records and trackers for leases, deliverables, and site documentation. Prepares first drafts and internal materials, supports procurement package assembly, and helps ensure secure handling of sensitive and privileged information while coordinating meeting notes and action logs with internal teams and external consultants.

### RESPONSIBILITIES:

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

- Provide administrative and clerical support to the Legal and Real Estate teams.
- Conduct research, create reports, and maintain records administration.
- Maintain a lease document tracker (key dates, renewal options, notice periods, rent steps/escalations, insurance requirements, reporting obligations).

- Prepare first drafts of routine documents for review.
- Assist with organizing site documentation, compile data.
- Prepare meeting notes and action logs for coordination with internal infrastructure/planning teams and external consultants.
- Maintain deliverables register for consultants including scope, due dates, received items, gaps, follow-ups.
- Assist with assembling procurement packages consistent with internal procedures.
- Support secure handling of sensitive/privileged information: clean folder structures, access controls requests, and retention or archiving support.
- Draft or format internal materials: briefing notes, background research, slide content, and report tables for management review.
- Compile background research; high-level summaries of leasing concepts, permitting steps, or standard clauses.
- Track updates in real estate/property management practices relevant to the portfolio.

**Note:** This position description is intended to describe the general level and nature of the position and is not an exhaustive list of all tasks assigned in the performance of the position.

## QUALIFICATIONS AND ABILITIES:

- Must qualify as a student under the definition provided by the HRDC Summer Career Placement program.
- Post secondary education in law or real estate. Second or third year post-secondary student preferred.
- Experience in office administration and legal search functions is an asset.
- Proficient in Microsoft 365.
- Previous office and records management experience an asset.
- Organize, standardize, and maintain digital file systems, including migrating and structuring documents within SharePoint to improve team accessibility and efficiency.
- Superior interpersonal skills, able to interact with all levels in a professional, positive manner, able to build trusting relationships and be a team player.
- Excellent, effective communication skills, both oral and in written format, creating and delivering business presentations.
- Highly organized, possessing a solid ability to plan and follow up.
- Possess sound judgement and the ability to effectively solve problems and/or escalate accordingly.
- Resourceful self-starter, able to work independently and within a team environment.
- Able to handle a variety of projects 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](mailto:careers@torontoportauthority.com)

In the subject line, please quote: **REAL ESTATE AND LEGAL INTERN**

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](http://www.TorontoPortAuthority.com)