



# 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.

If you're looking for a great outdoor job and a chance to deliver exceptional guest experiences, the Toronto Port Authority has the following opportunity awaiting you:

## TEMPORARY WORK- May to September 2026

### LICENSES CLERK

This position supports the Harbour Operations Department on-going interactions with the recreational boating community in the Port and Harbour of Toronto. Our goal is to provide a safe and navigable harbour to recreational and commercial users. The Licenses Clerk is responsible for the daily operation of the Toronto Port Authority Powered Vessel Operator's Permit program. This role will manage testing appointments, permit applications, permit payments, scheduling of the permit examiners, printing and issuing of permits, general telephone calls and in-person enquiries.

*\*This is a Union represented position belonging to CUPE Local 416\**

#### RESPONSIBILITIES:

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

- Responds to inquiries, giving out information and solving problems.

- Processes new permit applications and renewals.
- Enters information related to new permits, renewals, cancellations and changes in database.
- Reconciles and balances daily permit entries.
- Prints daily reports.
- Answer incoming calls during payment processing, identify visitor needs, and direct them to the appropriate team member.
- Follows up with licensees regarding insufficient fund cheques and denied credit card payments.
- Coordinates testing for Powered Vessel Operator's Permits and setting up appointments.
- Files documents.
- Must adhere to all Toronto Port Authority's policies and procedures.
- Must comply with all Safety and Health policies, procedures, and legislated requirements and must wear designated safety equipment.
- Other duties as assigned by Toronto Port Authority.

### QUALIFICATIONS AND ABILITIES:

- Must have excellent customer service skills.
- Must have good computer skills in Microsoft Windows environment.
- Must be proficient with Excel applications.
- Must be a self-starter with strong organizational skills, be able to deal with a variety of office and basic accounting related functions.
- Must have the ability to work independently with little supervision.
- Must have good, clear communication skills.
- Must be bondable.

**COMPENSATION:** \$27.29/hour

**LOCATION:** Outer Harbour Marina - 475 Unwin Avenue, Toronto.

**Must have own transportation. There is no access by public transportation to this location.**

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)

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: **LICENSES CLERK**

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)