



## LEAD CHANGE AND MAKE AN IMPACT IN CANADA'S BIGGEST CITY



The Toronto Port Authority, doing business as PortsToronto, 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 position and a chance to make an impact, PortsToronto has the following full-time, challenging opportunity awaiting you:

### AIRPORT ADMINISTRATION COORDINATOR

#### POSITION OVERVIEW

The Airport Administration Coordinator is responsible for the airport's financial and accounting operations, including preparing accounts receivable and accounts payable documentation, handling reporting requirements, and processing payroll data on a daily and bi-weekly basis. This role also involves maintaining payroll records, supporting airport programs, managing filing systems and databases, and providing general administrative support for the daily operations of the Airport Administration Office. This role is responsible for the complete uniform process for airport employees and oversee coordination duties associated with all airport-related contracts.

This role will play an integral part in ensuring that Billy Bishop remains an award-winning airport by working with stakeholders to maintain a high level of customer satisfaction and to improve on areas of weakness.

**General duties and responsibilities include, but are not limited to:**

**COORDINATION:**

- Oversee and prepare purchase orders, invoices, credits, cheques and forms/notes
- Conduct routine follow up with colleagues on an as needed basis to ensure timely processing
- Manage and process debit and credit payments
- Maintain a close relationship with finance and prepare monthly reports to Finance, including fuel billing, water and hydro billing, Restricted Area Identification Card passes, commission sales, etc.
- Close all batches, and ensure all outstanding invoices are submitted for signature and paid to the vendor in a timely manner
- Assist in development and management of standard forms and procedures and provide general office assistance
- Enter daily payroll data for all airport employees
- Track and report vacation, sick time and lieu time records for union and non-union employees
- Maintain employee training records
- Draft presentations for managers to be delivered to airport stakeholders
- General administrative functions
- Coordinate the end-to-end process for uniform ordering, from determining needs and quantity to placing orders with suppliers
- Track and document uniform budgets, ensuring cost-effective purchases without compromising on quality
- Monitor and evaluate uniform inventory levels, ensuring the availability of required sizes and quantities for all employees
- Ensure all uniforms meet the company's branding guidelines, including logos, colors, and other customizations
- Oversee the distribution of uniforms to employees, ensuring proper sizing, timely delivery and ensure new hires are outfitted appropriately and on time
- Handle the process for uniform returns or exchanges due to size or quality issues
- Ensure uniforms comply with relevant safety, hygiene, and industry standards (e.g., personal protective equipment requirements for specific industries)
- Provide insights on uniform usage trends and propose improvements to processes or policies as necessary
- Serve as a point of contact for employees regarding uniform-related questions, issues, or requests
- Maintain an organized and up-to-date register of all active contracts, ensuring accurate record-keeping and timely updates
- Track key contract milestones, such as renewal dates, expiration, and termination notices
- Collaborate with relevant departments to ensure all contract information is complete and compliant with organizational standards
- Ensure proper documentation is filed and easily accessible
- Provide administrative support for contract negotiations and renewals as required
- Act as the point of contact for inquiries related to the contract register
- Support future airport programming needs by aligning with strategic objectives and industry trends

- Monitor and evaluate current airport revenue-generating initiatives, recommending adjustments as necessary, and explore new opportunities as they arise
- Assist with market research, proofreading and ad-hoc project needs as requested
- Provide cover off duties for Pass Control Office
- Handle and maintain personal information and documents received ensuring confidentiality and compliance with the Privacy Act
- Participate in the Emergency Operations Centre when required, usually in the role of scribe or finance and administration but also other roles as assigned

**QUALIFICATIONS:**

- Post-secondary education with a Degree, Diploma or Certificate in Finance, Business and/or Administration.
- Minimum three (3) years providing direct finance and office administration support
- Strong and accurate data entry and keyboarding skills
- Good understanding of basic accounting concepts and finance procedures
- Experience with payroll and benefit data entry is an asset
- Knowledge and experience with the Canada Labour Code is an asset
- Experienced with coordinating various projects, information and data
- Strong interpersonal and customer service skills, able to interact with all levels in a professional, positive manner, able to build relationships in a team environment
- Excellent communication skills both oral and written, including a strong knowledge of grammar, spelling and proof-reading abilities
- Able to compose professional level correspondence, documentation, letters, reports, spreadsheets and presentations
- Able to maintain confidentiality with sensitive information
- Highly organized with great attention to detail, possessing a solid ability to plan and follow up
- Possess sound judgment and the ability to effectively problem solve 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
- Able to multi-task, manage and meet deadlines and adapt easily to change
- Must be able to concentrate and focus on detailed, data entry accurately while managing frequent interruptions
- Knowledge and experience with aviation and airport operations is considered a strong asset
- Advanced computer skills with Microsoft Office including Outlook, Excel, PowerPoint and Word
- Familiar with Microsoft Dynamics and database programs is an asset
- Bilingual in both official languages or a solid working knowledge of French/English is an asset

**Qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: [careers@porttoronto.com](mailto:careers@porttoronto.com).**

In the Subject Line state: **AIRPORT ADMINISTRATION COORDINATOR**

We thank all applicants for their interest. Only applicants selected for an interview will be contacted.

**PortsToronto is an equal opportunity employer.**