

EXECUTIVE ASSISTANT TO FINANCE

January 27, 2012

As an independent and self-funding real estate and development corporation, BUILD TORONTO focuses on maximizing the value of underutilized real estate previously owned by the City. Established by the City of Toronto, its sole shareholder, and reporting to a professional Board of Directors, BUILD TORONTO's mandate is to unlock value in a responsible, innovative and integrated manner. This is done within the framework of delivering a financial dividend to the City and supporting City-Building results, which include: enhanced employment opportunities; a focus on quality, urban design and environmental sustainability; and acting as a catalyst for responsible neighbourhood regeneration.

Reporting to the Senior Vice President & Chief Financial Officer, the Executive Assistant to Finance will provide administrative support services within the purview of the office of the Senior Vice President & Chief Financial Officer and, from time to time, the Financial Group.

Administrative service responsibilities will include word-processing, clerical coordination, contracts and report preparation, organizational services and managing internal and external schedules. There will also be tasks related to the Financial Group, such as Purchase Order initiation, involvement in the Procurement process and coordinating and compiling all necessary documentation for audits, special projects and monthly Audit Committee meetings.

The successful candidate will have a Secretarial diploma and bring a minimum of 2 to 5 years of professional experience working at a similar level within a professional environment. Knowledge of financial and legal terminology is required as well as excellent computer skills, communication skills and attention to detail. The ability to work with highly confidential information in a professional and mature manner will be required and knowledge of accounting and/or property management software is considered an asset.

All qualified and interested candidates should submit their resume by February 17, 2012, in confidence to Marian Brennan at mbrennan@builddoronto.ca

For additional information on BUILD TORONTO, visit www.builddoronto.ca.