

Employment Opportunities with GTTA

THE GREATER TORONTO TRANSPORTATION AUTHORITY

is seeking a

BILINGUAL CUSTOMER SERVICE REPRESENTATIVE/RECEPTIONIST

Salary Range: \$41,000 - \$47,000

Permanent Position

The Greater Toronto Transportation Authority (GTTA) is a new organization, created to lead the planning, development, implementation and financing of an integrated multi-modal transportation network for the Greater Toronto and Hamilton Areas (GTHA). Taking a regional approach, the GTTA will bring together the province, municipalities and transit authorities to produce long-term, economically and environmentally sustainable transportation solutions.

In this new position of Customer Service Representative/Receptionist, you will be the face of the organization with a wide range of government/industry representatives, other stakeholders and the public. As such, the **GTTA** is looking for a creative, self-motivated individual to provide a broad scope of customer service, reception and administrative services which will include receiving/responding to inquiries, researching/gathering information, maintaining filing/tracking systems and developing new processes for administration.

Location: 20 Bay Street, Toronto

Qualifications: As the successful candidate, you will have demonstrated knowledge and experience in office administration, reception and customer service procedures, processes and practices as well as operating features of telephone switchboards. You will also have knowledge of program functions, information sources and procurement processes coupled with research, analytical and problem-solving skills. Strong communication, interpersonal, planning and organizational skills are required with the ability to work under pressure to tight deadlines. A sound knowledge of computer operations and software/database applications in a Windows Environment is also needed. You must also have Advance level French at

the oral and written levels.

Please submit resumes and cover letter to: Manager, Corporate Services, GTTA, 20 Bay Street, Ste. 901, Toronto, ON M5J 2M8, no later than **December 07, 2007**, quoting File Number **GTТА-07-07**.

or submit resume by email to: metrolinxresumes@metrolinx.com.

Only those selected for an Interview will be contacted.

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Closing date December 07, 2007

AN EQUAL EMPLOYMENT OPPORTUNITY