



Job Posting #23101

# REPOST - Project Administrator I - YRRTC

Temporary Full-Time  
2 Year Contract

Salary: \$60,059 - \$ 68,199 annually

**Please note that this is not a York Region position.**

## POSITION PURPOSE:

Reporting to the Director, Yonge Subway Extension - YRRTC, is responsible for applying administrative support for projects related to the successful delivery of rapid transit initiatives (vivaNext) within the Region; applying administrative and organizational skills and expertise to contribute to the completion of work within an assigned functional area; ensuring communications and quality control related to the project.

## QUALIFICATIONS

- Successful completion of a Community College Diploma or approved equivalent combination of education and experience.
- Minimum one (1) year relevant experience demonstrating significant success in managing related administrative work and projects.
- Experience in or knowledge of public transportation or government.
- Understanding of municipal, regional and provincial operations.
- Knowledge of project administration.
- Knowledge and demonstrated ability in corporate core competencies including customer service, communication, team work, initiative/self-management and accountability and flexibility/adaptability.
- Demonstrated administrative skills.
- Computer literacy utilizing MS Office software applications including spreadsheet, word processing, data base, presentation and scheduling applications.
- Effective verbal and written communication skills on technical and non-technical matters.
- Demonstrated ability to work independently and collaboratively in a team environment.
- Ability to travel to off site locations, in a timely and efficient manner, as required.
- Ability to work outside regular business hours, as required.
- **For a full description of this position, internal please refer to eDOCS 3363636.**

*YRRTC is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At YRRTC, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.*

This is a non-union position with York Region Rapid Transit Corporation at 3601 Highway 7 in Markham, ON.

Please apply on-line at [www.vivanext.com](http://www.vivanext.com) by January 18, 2019, quoting competition # 23101. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

York Region Rapid Transit Corporation  
c/o The Regional Municipality of York  
HR Services Branch  
17250 Yonge Street  
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L3Y 6Z1



learn more  
and apply

