



Yachting Administrative Assistant

Love hospitality? Love to meet and interact with fun people? Love to work in a friendly environment? Come train to be a top **Administrative Assistant** with us!

The Boulevard Club was announced as the **Great Place To Work** in Hospitality and Retail Industry in Canada for 2023 with 23% higher employee satisfaction rate compared to other typical organizations in the Industry.

- We'll train you!
- We'll feed you!
- We'll reward you!
- We'll offer you an opportunity for your career!

Learn with us the fundamentals of the private club industry. Develop skills and experience in the function of your choice. Participate in innovative projects. Receive one-on-one career advice from the General Manager and/or Department Head.

The Boulevard Club located 10 minutes west of downtown Toronto on the shores of Lake Ontario is looking for AMAZING people like you!

The Yachting department is one of the biggest departments in The Club. It's what makes our Club a top-notch destination for those who love sailing and being on the water. Provides full-service dock facilities to some of the largest yachts in the area, yacht fleet maintenance, organizes sailing events and ensures safety compliance.

Placement Overview

This is an unpaid internship, however, there is an honorarium at the end of the internship based on the performance along with transportation allowance. This role requires to be on-site.

Under the leadership of the Yachting Director, you will be learning about:

- You will have the chance to gain hands-on experience in providing confidential administrative assistance and support to the Yachting Director, involving tasks such as typing, filing, and minute-taking during meetings.
- Be actively involved in the preparation and distribution of important information to Yachting section members, improving your skills in effective communication within a team.
- Have the valuable opportunity to enhance your document formatting and dissemination skills, ensuring that materials for Yachting and Water sports section.
- Learn how to conduct research, analyze data and correlate information vital to Yachting operations.
- How to effectively communicate and co-ordinate necessary information to all Club departments in relation to upcoming Yachting events/policies.

The Boulevard Club is an inclusive work environment and as such, has a workplace accommodation policy in place. Accommodations are available, upon request, for the interview process and other selection stages for internship applicants with accessibility needs. Please contact Human Resources to discuss further.

Interested applicants are invited to forward their resumes in confidence to careers@boulevardclub.com

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