

## Property Manager

Harvard Property Management Inc. requires a Property Manager to join its dedicated, forward-thinking team of property management and operations professionals in Calgary. This position will be primarily responsible for tenant relations, lease administration, financial reporting, risk management, building administration & operations and team leadership.

Preference will be given to an individual who possesses:

- Excellent leadership skills;
- Strong inter-personal skills;
- Superior verbal and written communication skills;
- The ability to work independently and is goal oriented;
- The ability to succeed in a multitask and changing work environment;
- Strong budgeting and financial reporting skills;
- Strong lease administration, and
- A community focus and industry involvement.

The successful candidate will have obtained a Degree or Certificate in Administration or Finance. Five years of experience in property management, particularly in an office environment would be a definite asset and an R.P.A., R.P.A. eligibility or similar industry accreditation would be preferred.

Harvard offers a competitive salary along with an incentive plan, pension, group insurance benefits, flex-time work environment to accommodate personal needs and the encouragement of lifelong learning through education and training opportunities.

Please send your resume and cover letter to [careers@harvard.ca](mailto:careers@harvard.ca).

Please reference HPMI-09-04.

Please visit our websites to learn more about us:

[www.harvardmanagement.ca](http://www.harvardmanagement.ca) & [www.hillcompanies.com](http://www.hillcompanies.com)