

Harvard Developments Inc., a member of The Hill Companies, strives to be a highly respected Western Canadian Real Estate Company with a diversified portfolio of quality properties and an outstanding reputation for property management and development.

## **Executive Assistant Investment & Legal**

In this position, reporting to the Vice President, Investments and to the General Counsel, you will be responsible for providing executive assistant support, preparation, and administration of a variety of investment and legal activities such as critical date management and lease documents.

Preference will be given to an individual who possesses:

- Post secondary education and two years experience in a related field. Paralegal experience is an asset;
- Strong working knowledge of Word and Excel with the ability to create and manipulate spreadsheets, format legal documents and manage data;
- Demonstrated organization and analytical skill with the ability to work within and meet deadlines;
- Superior written and verbal communication;
- The ability to work independently using sound judgment and initiative; and
- Cooperative talent, motivation and willingness to experience a fast-paced environment.

Harvard Developments offers competitive compensation, an incentive plan, health and wellness opportunities and a pension plan.

*For over 100 years, The Hill Companies have provided their employees with a challenging and rewarding work environment – fostering innovation, continuous learning and opportunity in pursuit of service excellence.*

We welcome you to submit your resume and cover letter in confidence by December 11, 2009. Please quote reference number HDI-09-10 in your e-mail.

Human Resources Manager  
e-mail: [careers@harvard.ca](mailto:careers@harvard.ca)

Please visit our website:  
[www.hillcompanies.com](http://www.hillcompanies.com)

