

Harvard Developments, 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.

**Development Assistant  
Regina**

In this position, reporting to the Development Team, you will be responsible for administrating project quality control systems, tracking of documents, lease documentation, progress reporting team meeting attendance, and action item follow-up. General marketing duties are also required.

Preference will be given to an individual who possesses:

- A minimum of three-five years of administrative assistance and project experience, preferably in a real estate development or property management environment.
- Demonstrated organization and analytical skill with the ability to work within and meet deadlines.
- The ability to work independently using sound judgment and initiative.
- Superior verbal and written communication skills.
- The ability to manage multiple processes.
- Advanced skills in MS Word, Excel and Power Point.
- Creative flair in the preparation and design of presentation materials and signage; and
- Cooperative talent, motivation and a willingness to experience a fast-paced environment.

Harvard Developments offers a competitive compensation, incentive and benefits program.

*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 January 22, 2010. Please reference job code HDI-10-01.

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

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