



Administrative Assistant
Part-Time

Harvard Developments Inc. presently has an opening for a Part Time Administrative Assistant with a professional attitude to join its team in Regina. The position is accountable for providing superior administrative services.

Preference will be given to an individual who possesses:

- Excellent organizational skills with the ability to multi-task;
- Cooperative talent to work with internal and external clients;
- High attention to detail;
- Strong interpersonal communication and written skills; and
- The ability to meet deadlines and work with minimal supervision.

What we will provide you:

- Competitive salary and incentive plan;
- Excellent health and dental benefits;
- Continuous learning; and
- Challenging and rewarding opportunities.

The work schedule we are offering is Tuesday, Wednesday & Thursday 8:00 am – 4:30 pm.*

If you feel you are the person we are looking for, please forward your resume and a cover letter that confirms your interest in this position and proposed hours.

*We will consider alternate hours, however no less than 20 hours per week and within the hours of 9:00 am and 3:00 pm.

e-mail careers@harvard.ca

Closing date: March 1, 2010

Harvard is a member of The Hill Companies, a privately-owned, multi-faceted organization based in Regina. For more information about Harvard, please visit our website at

www.hillcompanies.com

