



**HARVARD**  
**Property Management Inc.**  
— A HILL COMPANY —

**Harvard Property Management Inc.**  
**SENIOR BUILDING OPERATOR**  
**Regina**

Harvard Property Management Inc. has an opening for a Senior Building Operator to join its team in Regina.

The position will be primarily responsible to oversee building safety and preventive maintenance programs, coordinate vendor service contracts, and assist with construction projects for a portfolio of office, industrial and retail properties. The candidate must be self-motivated and can work independently.

Preference will be given to an individual who possesses:

- Superior customer service;
- The ability to develop and maintain good working relationships with vendors;
- Excellent verbal and written communication skills;
- Experience in tendering and managing construction and renovation projects;
- Strong budgeting and reporting skills; and
- Experience in a computerized environment.

The successful candidate will have obtained a Building Systems Technician Certificate (BST) or similar accreditation/experience. Project Management certification or enrollment in the BOMA RPA program is not essential but would be considered an asset.

A competitive compensation package including health and wellness benefits, pension and continuous education is offered. If you feel you are the person we are looking for, please forward your resume and cover letter in confidence to:

[careers@harvard.ca](mailto:careers@harvard.ca)

Please quote: **HPMI-10-02**

Closing Date: March 8, 2010

With a comprehensive portfolio of managed properties, Harvard Property Management Inc. has developed the specialized skills and resources with its people to effectively

handle the management, leasing and reporting requirements of sophisticated property owners, and meet the advance service requirements of today's tenants.

Please visit our websites:

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