



Legal Administrator

Part Time

Harvard Property Management Inc. has an immediate opening in Regina, Saskatchewan for a Legal Administrator to assist our Legal, Contract & Risk Administrator and General Counsel. The Legal Administrator is responsible for the preparation of legal documentation, coordination of the review of draft documents, and administration of annual resolutions and minute books and similar legal or office administration duties. The nature of work required of this position accommodates flexible days and hours of work, as well as work from home, as mutually arranged between the company and the successful candidate(s).

The successful candidate will possess:

- an understanding of contract and business law;
- strong organization skills and is detail oriented;
- exceptional Microsoft Word processing skills;
- experience with legal document preparation;
- the ability to thrive on communicating within a team; and
- technical training along with experience in a legal environment.

Harvard is a wholly owned subsidiary of Harvard Developments Inc. and a member of the Hill Group of Companies. Harvard offers competitive compensation, an incentive plan, health and wellness opportunities, work life balance, educational opportunities and pension plan.

Interested applicants should send their resume and cover letter confirming interest in this position and part time hours in confidence to careers@harvard.ca . Please reference job code **HPMI-10-08**.

For over 100 years, The Hill Companies have provided their employees with a challenging and rewarding work environment-fostering innovation, continuous learning and opportunity.

Please visit our website at www.harvardmanagement.ca or www.hillcompanies.com