



Legal, Contract & Risk Administrator Regina

Harvard Property Management Inc. presently has an opening in Regina, Saskatchewan for a position responsible for the preparation, tracking and completion of legal documents and the administration of insurance policies and claims required in the normal course of business for Harvard's Canadian real estate enterprise.

The successful candidate will possess:

- A thorough understanding of contract and business law;
- The ability to negotiate “win-win” solutions;
- Strong organization skills and is detail oriented;
- Exceptional legal comprehension and legal writing skills;
- The ability to thrive on communicating with stakeholders; and
- College or technical training along with experience in a legal environment.

What's in it for you?

- Competitive salary, incentive pay, health benefits, pension & Group RRSP
- Scholarship program for children of employees
- Wellness Reimbursement
- Comprehensive new employee orientation
- Encouragement of lifelong learning through education and training opportunities

Interested applicants should send their resume and cover letter confirming interest in this position in confidence to careers@harvard.ca prior to December 30, 2011. Please reference job code **HPMI-11-19**.

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