



**Building Operator
(2 Positions - Regina)**

Do you take pride in your work? Excellence in customer service is the foundation of our building operations and maintenance program and Harvard Property Management Inc. is seeking two Building Operators to join its team in downtown Regina.

The position is primarily responsible for responding to tenant service calls, carrying out a planned maintenance program and overseeing contractor relations within a single large or group of smaller office buildings; as well as assisting the management team in achieving budgeted financial targets.

The successful candidate will have completed high school and carry a valid limited power engineer's (fireman) license. Training in first aid, CPR and WHMIS is also an asset. A minimum of one year building maintenance experience is required.

Preference will be given to individuals who possess:

- A desire to assist others, along with a superior service orientation;
- A mechanical inclination with practiced motor skills;
- Strong interpersonal and relationship building skills;
- Good verbal & written communications skill, along with basic computer literacy;
- Experience in purchasing goods and services; and managing a budget; and
- Some knowledge of workplace safety practices and requirements.

What's in it for you?

- Non-shift work schedule, Monday to Friday. Shared on-call duties with others.
- Competitive salary, incentive and benefits within the building management industry.
- Additional benefits including children's scholarship and wellness program.
- Comprehensive new employee orientation, safety training and support.
- Education, training and career advancement opportunities.

If you are the person we are looking for, please forward your resume and cover letter in confidence to careers@harvard.ca prior to January 27, 2012. Please reference job code **HPMI-12-02**.

Please visit our websites to learn more about Harvard:
www.harvardmanagement.ca & www.hillcompanies.com