



## **Administrative Assistant Regina**

Harvard Property Management Inc. presently has an opening for an Administrative Assistant to join its Regina team. The successful candidate will provide office support and administrative assistance with a focus on superior customer service.

Preference will be given to an individual who possesses:

- Exceptional verbal and written communication skills;
- Excellent organizational skills with the ability to multi-task;
- Accounts Payable/Receivable experience;
- The ability to work with minimal supervision;
- Co-operative talent to work with internal and external clients; and
- Initiative and interest to learn.

What's in it for you?

- Monday to Friday, standard business hours
- 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

If you feel you are the person we are looking for, please forward a cover letter and your resume in confidence to [careers@harvard.ca](mailto:careers@harvard.ca) quoting job code **HPMI-12-04** prior to January 27, 2012.

For more information about Harvard, please visit our website at [www.harvardmanagement.ca](http://www.harvardmanagement.ca) or [www.hillcompanies.com](http://www.hillcompanies.com)