



Building Maintenance Assistant

Winnipeg

Harvard Developments has an immediate opening for a **Building Maintenance Assistant** to join its team in **Winnipeg, MB** to assist in performing general maintenance and cleaning duties within the assigned portfolio, respond to tenant calls and help other members of the maintenance and portfolio management team fulfill the responsibilities of their positions.

This position is best suited to a self-starter with an aptitude for customer service and familiarity with building systems including heating, ventilating, and air conditioning, who has practiced motor skills, good verbal communication and some computer literacy. No accreditation is required, although candidates with basic safety training in first aid, CPR and WHMIS would be an asset.

Harvard is a full-service real estate management company based in Western Canada, recognized for its reputation and leadership, flexibility, quality and performance, currently overseeing over 9 million square feet of office, retail and industrial properties throughout Western Canada, with offices in Winnipeg, Regina, Calgary and Edmonton.

The Maintenance Assistant will:

- Provide an exceptional customer experience to the building occupants;
- Respond to customer service requests within standards established for safety, comfort, cleanliness, responsiveness, follow up and communication;
- Assist the building operator in operation and maintenance of the building's automation, mechanical and electrical systems;
- Maintain positive contractor relationships while overseeing contracted services such as cleaning, HVAC, grounds, snow removal, etc.
- Carry out general building repairs for the assigned portfolio;
- Assist the management team in setting up tenant events, and
- Assist the management team in achieving its customer, financial and organizational objectives.

What you will bring to the job:

- A high level of commitment to serving customers;
- A valid driver's license with a clean abstract and access to a vehicle;
- A mechanical inclination with practiced motor skills and capacity to perform physical work;
- Proficiency in the English language both written and verbal, as well as strong listening and collaborative skills that enable positive and beneficial relationships;
- Good computer literacy with experience using digital devices;
- A working knowledge of general workplace safety practices and requirements; and
- The ability to work independently or collaboratively as circumstances may dictate, using personal initiative and sound judgment to achieve purchasing guidelines, project schedules and budget.

What you will receive from Harvard:

- Competitive salary and health benefits within the real estate management industry, along with an incentive opportunity, pension & group RRSP;

- Additional benefits including children's scholarship and a wellness program;
- Strong corporate values in a flexible, performance driven and merit-based work environment;
- Comprehensive orientation, training, and support; and
- Encouragement of lifelong learning through education and training opportunities.

Harvard provides employees with a challenging work environment encouraging professional growth, innovative thinking, and collaborative work. Our organization respects the principles of work-life balance and community engagement. If you feel you are the person we are looking for in this position, please apply with your resume in confidence through the Careers tab at www.hillcompanies.com.

Please visit our websites to learn more about Harvard:

www.hillcompanies.com

www.harvard.ca