




# Amenities Administrator

Req #556

201 Portage Ave, Winnipeg, MB R3B 3K6, Canada

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## Job Description

Posted Thursday, April 9, 2026 at 2:00 AM

**Harvard Developments** has an immediate opening for an **Amenities Administrator** to join our downtown **Winnipeg** portfolio team. This role is ideal for an energetic, customer-focused professional who thrives in a dynamic environment and is passionate about delivering exceptional tenant and customer experiences. As a key member of the property administration team and customer experience function, you will support a wide range of amenities including fitness facilities, conference centre and venue bookings, parking service coordination, art displays, marketing programs, and community engagement activities.

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

### What You Will Do:

experience across all amenities.

- Conducting regular inspections of fitness facilities, venues, and artwork displays to ensure cleanliness, maintenance, and a high-quality customer environment.

### **Conference Centre & Event Coordination**

- Administering the online booking system and guiding applicants through requirements for event or meeting space use.
- Coordinating setup needs, communicating with internal teams, and supporting execution of events, meetings, and community programming.
- Assisting with music and ambiance coordination for lobby and patio events.

### **Marketing, Promotions & Communications**

- Assisting marketing teams with property social media content, newsletters, and onsite promotional materials.
- Supporting tenant relations programs, community events, sponsorship activities, seasonal décor, and promotional campaigns.
- Maintaining lobby and building signage, directories, and various communication channels.

### **Financial & Administrative Support**

- Preparing membership invoices, managing EFT lists, and allocating payments for fitness and venue-related accounts receivable.
- Reconciling accounts, preparing statements, monitoring arrears, and assisting with collection letters where required.
- Coordinating purchasing needs, processing invoices, and following company AP guidelines.

### **What You Bring:**

- College or technical training equivalent to two years of study;
- Two to four years of experience in an administrative, customer service, or amenities-focused role;
- Strong organizational skills with exceptional attention to detail and accuracy;
- Proficiency in Microsoft Office; experience with social media or creative software is an asset;
- Outstanding customer service and communication skills with the confidence to engage with tenants, vendors, and contractors;
- A positive and self-motivated attitude with the ability to work independently or collaboratively within a team;
- Comfort handling multiple tasks in a fast-paced environment and staying calm under pressure.

### **What You Will Receive from Harvard:**

[Skip to Content](#) ness hours, Monday to Friday, with opportunities for flexible scheduling.

- Competitive salary, incentive opportunities, and industry-leading benefits.

within our Western Canadian portfolios.

Harvard is committed to providing challenging and rewarding employment opportunities. If you feel you are the person we are looking for, please apply with your resume in confidence through the Careers tab at [www.hillcompanies.com](http://www.hillcompanies.com).

## Job Details

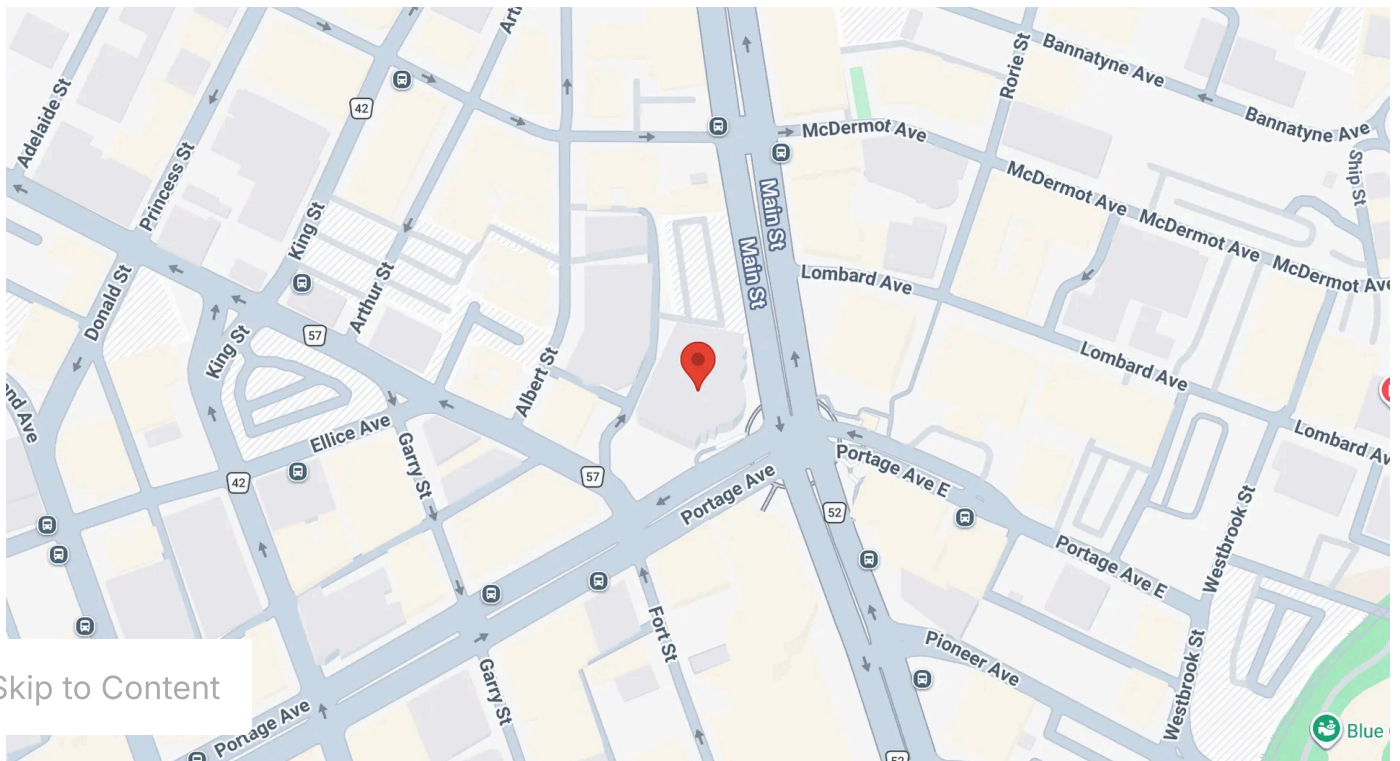
Pay Type

Salary

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