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**We're looking for a motivated, enthusiastic, highly supportive, detail-oriented, multi-talented, tech-savvy, teamwork lovin' superstar! If you think you're all this and more... we'd be pleased to meet you.**

Forster Harvard Development Corp. requires an Operations Manager to join its head office team in Regina, Saskatchewan. Forster Harvard Development Corp. is committed to developing superior quality and highly sustainable properties with the goal of owning the assets in perpetuity. From conceptualization to completion, all projects are managed with precise attention to detail while maximizing efficiencies and economic value. Forster Harvard Development Corp.'s portfolio of owned and managed properties is comprised of 1,100 acres of commercial and residential projects, which at full build out will represent 2.5 million square feet of retail space and over 3,000 home lots. Read more: [www.ForsterHarvard.ca](http://www.ForsterHarvard.ca)

Reporting to the Vice President, Marketing & Operations, the Operations Manager is responsible for ensuring the day-to-day office operations run smoothly, while providing support to all divisions of the company. This exciting career opportunity has three primary areas of responsibility:

**Office Operations:**

- Work closely with Office Coordinator to streamline daily office operations to ensure efficiency.
- Assist with planning, developing, and executing company-wide operational initiatives.
- Analyze overall business operations to identify opportunities and make necessary improvements.
- Manage company procedures and guidelines and distribute to team members.
- Support office operations by managing internal processes and follow up as needed.
- Provide the team with necessary resources to effectively do their jobs to the best of their abilities.
- Work collaboratively with all team members, while maintaining a positive office culture.

**Human Resources:**

- Assist with recruiting, conducting initial interviews, and performing reference checks.
- Manage onboarding and offboarding of all employees.
- Maintain the employee manual and provide guidance and support to employees regarding company policies and procedures.
- Maintain accurate personnel records, payroll, benefits, and other relevant information.
- Manage and administer employee health and benefits plan, and serve as primary point of contact for all employees.
- Assist with payroll processing, ensuring accurate and timely payments.
- Assist the senior leadership team with annual employee goals and planning reviews.

**Information Technology:**

- Act as primary liaison for all IT initiatives, working closely with IT managed services partner.
- Assist with administering the technology infrastructure, including hardware and software.
- Manage file repository system for numerous SharePoint sites for internal and external users.
- Maintain various document templates, letterhead, and forms for team members.
- Streamline workflow processes to ensure efficiency.
- Troubleshoot technical issues by identifying and resolving struggles with computer systems and applications.
- Provide support, assistance and training to end-users on hardware, software, and IT systems.
- Maintaining up-to-date documentation of IT systems, procedures, best practices and network security protocols.
- Tracking and managing hardware and software assets.

Preference will be given to individuals who possess:

- 3+ years of previous related work experience is required.
- A relevant degree or diploma in business management, office administration, HR, or IT is preferred.
- Exceptional attention to detail, highly organized, and problem-solving skills.
- Impressive verbal and written communication skills.
- Proficient with Microsoft Office applications (Outlook, Word, Excel, PowerPoint, and SharePoint).
- The ability to succeed in a changing work environment while managing multiple deadlines.
- The ability to work independently with minimal supervision.

Forster Harvard Development Corp. offers:

- Competitive Salary, Incentive Pay, Health and Wellness Program, Group Benefits Plan, Group RRSP, Company RPP.
- Performance driven and merit-based work environment with comprehensive orientation, training, and support.

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Forster Harvard Development Corp. is committed to providing challenging and rewarding career opportunities. If you feel you are the person we are looking for in this position, please apply with your resume in confidence to: [Careers@ForsterHarvard.ca](mailto:Careers@ForsterHarvard.ca). Only those selected for an interview will be contacted.