



Title: Seasonal Landscaping Administrator (May to October 2025)

Location: Edmonton Regional Office, 3203 93rd Street NW

At Qualico, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Director of Sales & Marketing, Qualico Communities, as the **Seasonal Landscaping Administrator**, you will coordinate and conduct landscaping inspections, approvals and deposit refunds.

Your day-to-day responsibilities will include:

- Ensuring adherence to landscaping requirements by conducting site inspections and verifying that home elevation detailing is consistent with prior architectural approval.
- Acting as the primary contact for all landscaping inquiries.
- Assisting in processing of damage deposit refunds, ensuring each house is built as per approval and the deposits are received.
- Providing support to other projects or duties as assigned.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- High School Diploma or equivalent.
- Minimum 2 years of administration or customer service experience in a related field.
- Must be able to discern varying shades of colors when inspecting finished home builds.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

Preferred Requirements

- Previous experience with landscaping is an asset.

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Staying current with technical job skills.

Work Conditions

You primarily work on site during regular business hours on a part-time and seasonal basis approximately 30 hours per week from May until October. Travel to various project sites is required.

About Us

Qualico Communities has been developing award winning neighborhoods and communities for over 60 years and we understand that integrity, quality, partnerships and giving back is important. A leader in real estate development, we put strong vision, planning and resources behind every project. We have designed, facilitated and built the highest-quality communities across Western Canada and in Austin and Dallas-Fort Worth, Texas working with local governments, builder contractors and residents. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

Closing Date: May 21, 2025

[Apply here](#)