



Title: Scheduling Administrator

Location: 3735-8th Street Nisku, AB

At Star, 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, Branch Operations, as the **Scheduling Administrator** you will support the Scheduling, Design & Accounting teams.

Your day-to-day responsibilities will include:

- Responding to internal and external inquiries in a timely manner.
- Updating and distributing reports, spreadsheets, and other documentation.
- Providing support and necessary information to other administrators to ensure smooth communication between departments.
- Working with the Scheduling Manager to prepare bi-weekly production reports.
- Updating customer information through all stages of the job process.
- Ensuring systems reflect the most up to date information regarding open orders, POs and contacts.

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

- Diploma or certificate in Project Management, Logistics, Business Administration or equivalent.
- Minimum 1 year of administrative experience.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint), ERP software (BisTrack) and CRM systems.

Preferred Requirements

- Previous scheduling experience in the construction, building materials, or manufacturing industry 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.
- Staying current with technical job skills.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You primarily work in an office setting during regular business hours. Travel to sites and overtime may occasionally be required.

About Us

At Star, we offer an exciting place to build your career. Star Building Materials has a reputation as leading Roof Truss and Engineered Wood specialists within the industry, built on workmanship and innovative approach to design solutions.

With over 40 years of experience operating from a modern 22,000 square foot production facility supplying roof trusses, open web floor trusses and engineered wood products for use on residential, multi-family, commercial and agricultural buildings. 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 reason to come to work every day.

Closing date: June 30, 2025

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