



Title: Assistant Service Coordinator

Location: 5651 70 St NW, Edmonton

Job Overview

Reporting to the Service Manager as the **Assistant Service Coordinator** you are responsible for assisting the Service team with a variety of administrative and coordinator tasks.

Your day-to-day responsibilities will include:

- Assisting in entering/creating new jobs for Service division into both Jobschedule and Plexxis.
- Working closely with the Service Coordinator creating service tech schedules/workorders.
- Assisting in Inspection reports from Supply Pro.
- Monitoring and updating Todo's in Supply Pro.
- Handling correspondence, emails, and notes in Supply Pro.
- Updating work orders in SupplyPro.
- Verifying PO's and updating of files and values in both Jobschedule and Plexxis.
- Requesting and tracking SupplyPro EPO as outlined by Management.
- Completing SupplyPro uploads in Plexxis/Job Schedule.
- Creating EPO's in SupplyPro.

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 and handle relations with the public, customers, suppliers, or others with tact and diplomacy.
- 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. Secondary school is a definite asset.
- Minimum 2 years data entry, preferably on drywall or construction products.
- Extreme accuracy with data entry and tight deadlines.
- Excellent oral communication.
- Comfortable using office equipment and Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

Preferred Qualifications

- Familiarity with SupplyPro and Plexxis/Job Schedule
- Listening non-judgmentally to information presented by others.
- Pleasant demeanor.
- Handling relations with the public, customers, suppliers, or others with tact and diplomacy.

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 work in an office as well as field travel during regular business hours. Overtime may occasionally be required.

About Us

Empire Envelope, an established business unit of Qualico, is committed to satisfying customers throughout Alberta as they have been doing already for over 50 years. With operations in Edmonton and Calgary, we service all residential and commercial needs.

Our team is dedicated to being an industry leader and to building long-lasting relationships with customers and their people. We seek to deliver exceptional service, on time and of the highest quality to all our customers. 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: August 11, 2025

[Apply here](#)