



Title: Inventory Coordinator

Location: 3203 - 93rd Street NW, Edmonton

At Sterling Homes, 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 Manager, Sales and Marketing, as the **Inventory Coordinator**, you are responsible for maintaining accurate and up-to-date home inventory records, coordinating the release and tracking of home products across multiple communities, and supporting the sales team with administrative tasks.

Your day-to-day responsibilities will include:

- Maintaining land acquisition reports and ensuring lots are prioritized according to payable status.
- Managing Spec inventory, creating and maintaining processes for proper mix of product into inventory.
- Liaising with related parties to determine appropriate production flow levels.
- Ensuring new sub-divisions are entered into the database with Business Systems in an accurate and timely manner.
- Assisting the Sales Administration team with document management (including organizing files in SharePoint), updating the database and reports.
- Performing miscellaneous administrative tasks as required—such as data entry, report preparation and general office support.

As our ideal candidate, you are...

- 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.
- Mindful; you respect diversity and deal with sensitive situations in high standards of integrity.
- Excellent service oriented; you handle relations with customers, internal and external parties with tact and diplomacy.
- A creative problem solver; you think outside the box for solutions without fear of failure.

Essential Requirements

- High School diploma
- Minimum of 3 years of related administrative experience.
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).
- Satisfactory verification of criminal record check.

Preferred Qualifications

- Relevant New home construction industry experience is an asset but not required.
- Additional education level, professional designation or certification preferred.

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.
- Consistently meeting customer expectations.
- Staying current on technical job skills.

Work Conditions

You primarily work in an office setting during regular business hours with the possibility of site travel to show homes and construction sites. Overtime may occasionally be required.

About Us

Sterling Homes, a single-family business unit of Qualico, has been building homes in Western Canada for over 60 years and providing outstanding service to homebuyers in many of Western Canada's finest communities. We are committed to providing the best new home experience possible by providing an unwavering commitment to quality of design, construction, and customer service. Sterling Homes operates in Edmonton, Calgary and Winnipeg. 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 14, 2025

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