



**Title:** Site Supervisor

**Location:** 5651 70 St NW, Edmonton and surrounding communities.

### **Job Overview**

We have an exciting opportunity for a **Site Supervisor** to join Empire Envelope Ltd., in Edmonton, AB. Reporting to the Construction Manager, the Site Supervisor represents Empire Drywall when dealing with builders, homeowners, and trades and is responsible for ensuring scopes of work are started on time and completed correctly.

Your day-to-day responsibilities will include:

- Managing material (proper material levels and proper tracking of extra and/or leftover material when applicable).
- Communicating with builders to ensure jobsites are ready.
- Timely communications with Construction and Associate Construction managers especially as they pertain to SupplyPro and on-site questions.
- Maintain jobs notes and dates in JS.
- Managing trades on site to ensure scopes of work are started on time and completed correctly. This includes ensuring policies are followed.
- Keeping up with quality control measures while holding trades accountable for deficient work and subsequently calling them back.
- Maintaining site cleanliness during scope(s) of work.
- Responsible, along with construction management team, for scope of work timelines.
- Uphold and protect the high-quality standards of Empire Drywall Ltd. and ensuring that all work performed meets or exceeds these standards.
- Responsible and accountable for working with all team members and divisions, as needed.
- Representing Empire Drywall when dealing with builders, homeowners, and trades.
- Providing feedback to direct manager regarding our work, our trades, trade damage, site conditions, builder issues, etc.
- Maintaining weekly vehicle inspections. General vehicle cleanliness and maintenance. Report any vehicle concerns to your direct manager immediately upon notice.
- Ensuring hazard assessment are filled out and proper PPE is worn. Anything that is a safety concern should be reported to your direct manager and / or safety department.

As our ideal candidate, you are...

- A strong communicator; you clearly express your thoughts in conversation as well as write and present in a persuasive and influencing manner.
- A creative thinker; you identify new ideas, techniques and opportunities to improve performance and productivity.
- A leader; you develop and improve the skills of others through effective coaching and guidance.
- A creative problem solver; you think outside the box for solutions without fear of failure.

### **Essential Requirements**

- 1-2 years of experience in taping, paint and general construction.
- Great communication skills and problem resolutions
- Must maintain a clean class 5 drivers license with clean abstract at all times.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

**Working Conditions**

You work primarily on-site with some time spent in an office environment during regular business hours. Occasional overtime may be required.

**About Us**

Empire Envelope Ltd, an established business unit of Qualico, is committed to satisfying customers throughout Alberta as we 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:** September 15, 2025

[Apply here](#)