



INSULATION • DRYWALL • PAINTING • ROOFING • WRAP • SPRAY FOAM • SIDING

Title: Interior Divisional Manager

Location: 5651 70 St. NW, Edmonton

Job Overview

We have an exciting opportunity for an **Interior Divisional Manager** to join Empire Envelope in Edmonton, AB. You will be responsible for the strategic leadership, operational oversight, and performance management of the Paint, Spray Foam, and Drywall departments. This role ensures alignment with company goals, drives efficiency, and fosters a culture of safety, quality, and accountability across all interior operations.

Your day-to-day responsibilities will include:

- Providing direct leadership to Paint, Spray Foam, and Drywall Managers while fostering a positive team culture focused on safety, quality, and continuous improvement.
- Managing, hiring, training, recruiting, leading and assisting internal HR with recruitment and onboarding efforts for key interior roles and performance evaluations of direct reports.
- Implementing strategic plans to improve productivity, quality, and profitability and providing insight and strategy with Production/Estimating Teams while approving all new estimates.
- Collaborating with senior leadership to align departmental goals with overall company objectives.
- Liaising with direct reports to solve project-related issues while mitigating financial risk for Empire Envelope Ltd.
- Overseeing resource allocation, scheduling, and material procurement in coordination with department managers.
- Managing budgets for each interior department, including forecasting, cost control, and variance analysis – as they pertain to newly awarded work and multi-family projects.
- Ensuring client satisfaction through proactive communication and problem-solving.
- Conducting regular team meetings and on-site check-ins, providing coaching and addressing performance issues as needed.
- Monitoring divisional progress and addressing issues proactively with the Regional Manager.
- Implementing operational processes for efficiency in alignment with market trends.
- Assisting with the implementation and adherence of sub-contractor rates for all related scopes.
- Preparing monthly reports for senior management, highlighting accomplishments, challenges, and areas for improvement.
- Providing accurate billing and cost projections to our accounting 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.
- 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 using high degree 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.
- A leader; you develop or improve the skills of others through effective coaching and guidance.

Essential Requirements

- Degree, Diploma, or equivalent in construction management, engineering, or a related field.
- Minimum 7 years of experience in construction management, preferably in interiors (paint, drywall, insulation).
- Proven leadership experience managing multiple teams or departments.
- Driver's Abstract and Proof of eligibility to work in Canada required
- Valid driver's licence, driver's abstract and access to a reliable vehicle.
- Proof of eligibility to work in Canada required.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint) and Project Management Software or similar.

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 environment during regular business hours. Travel to sites and work outside of regular business hours 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: October 20, 2025

[Apply here](#)