



Title: Human Resources Coordinator

Location: 37 Quarry Park Blvd SE, Calgary

Term Position (18 months) March 2026 to approximately October 2027

At Qualico, 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 Senior Regional HR Business Partner, as the **HR Coordinator** you will provide administrative support to day-to-day HR administration, recruitment and hiring process, and customer service to employees. You also assist in the coordination of payroll and benefits.

Your day-to-day responsibilities will include:

- Preparing a variety of HR correspondence, documentation and internal/external communications.
- Providing support to the recruitment and hiring process.
- Assisting with day-to-day tasks relating to payroll and benefit administration.
- Maintaining and updating employee records in HRIS system.
- Conducting new employee orientations.
- Coordinating and maintaining HR programs, training sessions and activities.
- Assisting in HR projects and other related initiatives.

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

- Bachelor's Degree or Diploma in Human Resources or Business Administration.
- Minimum 1 year of administrative and/or HR related experience.
- Satisfactory verification of criminal record check.
- Valid driver's licence and access to reliable vehicle.
- Comfortable using office equipment, Microsoft Office programs (Outlook, Word, Excel, Teams, PowerPoint and SharePoint), and HRIS software (ADP Workforce Now 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.
- Staying current with technical job skills.

Work Conditions

You primarily work in an office setting during regular business hours with travel to other site locations required. Overtime may occasionally be required.

About Us

Qualico is a fully integrated real estate development company with offices in Winnipeg, Calgary, Edmonton, Vancouver, Regina, Saskatoon, Austin and Dallas-Fort Worth, Texas.

Since its inception in 1951, the company's activities span the entire real estate spectrum and include residential land acquisition and development, single-family and multi-family home divisions, commercial and industrial development, property management, concrete ready mix, building supply and manufacturing divisions. 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 reasons to come to work every day.

Closing date: March 6, 2026

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