



A QUALICO Company

**Title:** Permit Administrative Assistant

**Location:** 37 Quarry Park Blvd SE, Calgary

**Term position for approximately a year from end of April/May 2026 to end of April 2027.**

At Sterling Homes, our people make the difference. We offer an exciting place to build your career with competitive compensation packages including group benefits.

### **Job Overview**

Reporting to the Design Manager, as the **Permit Administrative Assistant** you are responsible for providing support to the teams or individuals and handling a variety of Administrative and clerical tasks.

Your day-to-day responsibilities will include:

- Responding to internal and external inquiries in a timely manner.
- Preparing and distributing correspondence, reports, spreadsheets and other documentation.
- Organizing and maintaining records and filing systems.
- Monitoring required permit document and following up when overdue.
- Establishing and maintaining office procedures and ordering office supplies.
- Supporting other administrative related projects or duties as required.
- Submitting permit applications (Building Permits and Development Permits).
- Supporting Site Supervisors with distributing and uploading inspection documents.

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**

- High school Diploma, or equivalent.
- Diploma or Certificate in Office Administration is preferred.
- Minimum 1 year of experience in an administrative role.
- Ability to read technical working drawings at a beginner level.
- Satisfactory verification of criminal record check
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

### **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. 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 reasons to come to work every day.

**Closing Date:** April 16, 2026

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