



Title: Pre-Occupancy Representative

Location: Calgary and surrounding area

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 Construction Manager, as the **Pre-Occupancy Representative** you will perform tasks related to the final finishes on the home as well as facilitate the homeowner walkthrough process.

Your day-to-day responsibilities will include:

- Repairing deficiency items prior to walkthrough, including installation of appliances, cleaning, silicone caulking etc.
- Assisting in completing finishes and supervising all finishing trades, suppliers, and site personnel.
- Maintaining and updating the construction and finishing schedules.
- Liaising with sub-trades to ensure installations are completed in a timely manner and according to established quality standards.
- Producing and distributing deficiency lists to relevant parties for rectification prior to walkthrough.
- Liaising with homeowners for appointments and walkthroughs, and coordinating key turnover.

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 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.

Essential Requirements

- High School Diploma, or equivalent.
- Minimum 3 years of experience in new installations and/or deficiency repair for new home development.
- Valid driver's licence and reliable vehicle for construction purposes.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment and Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

Preferred Qualifications

- Corporate Builder-Developer experience considered an asset.
- 5 years of experience in the residential new home building industry is preferred.
- Previous tool experience and finishing work is 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.
- Staying current with technical job skills.
- Consistently meeting customer expectations.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You primarily work on site during regular business hours. Travel to multiple sites and 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 11, 2026

[Apply Here](#)

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