



Title: Project Coordinator

Location: Edmonton Regional Office, 3203 93rd Street NW

At Qualico Communities, 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 and employee home purchase program.

Job Overview

Reporting to the Director, Planning and Acquisitions as the **Project Coordinator** you coordinate land development projects and provide necessary administrative assistance throughout the planning process. Supporting the Director of Planning and Acquisitions and Planning Project Managers.

You also coordinate project information, maintain development records, track approvals and schedules, conduct research, and facilitate the efficient flow of documentation and communication between internal and external stakeholders

Your day-to-day responsibilities will include:

- Providing project coordination and administrative support to the Director of Planning and Acquisitions and Planning Project Managers.
- Assisting with the preparation of area/neighborhood structure plans, zoning and subdivision applications and obtain approvals.
- Assisting in the preparation of technical reports required at various stages of the land development process including due diligence, planning, engineering and landscaping.
- Supporting land acquisition due diligence activities through research, document collection, consultant coordination, and tracking of technical, servicing, and regulatory information.
- Conducting market, demographic, and development research to support land acquisition and development opportunities.
- Participating in neighborhood/subdivision design and community visions/theming, in consultation with our project team.
- Liaising with municipal staff, consultants, landowners, and other stakeholders to provide information and project updates and facilitate project advancement.
- Developing and maintaining positive relationships with municipal staff and consultants.
- Monitoring day-to-day operations to ensure projects are carried out according to standard processes and procedures.
- Coordinating and maintaining project schedules, approval trackers, development records, and reporting tools to support the Director of Planning and Acquisitions and Planning Project Managers.
- Coordinating meetings, preparing agendas, recording minutes, tracking action items, and facilitating follow-up on outstanding items. Maintaining organized project files, approvals, agreements, correspondence, and document control systems.
- Coordinating the efficient flow of documentation and information between internal departments, consultants, municipalities, and other stakeholders.
- Assisting in preparation of reports, presentations, correspondence, and other materials in support of project and departmental objectives.

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

- Degree/Diploma in Planning, Engineering, Project Management, or equivalent.
- Minimum 2 years of planning and/or land development experience.
- Direct experience working within the city of Edmonton and regional frameworks when it comes to participating in neighbourhood and subdivision designs.
- Comprehension of legislation and policy framework, as well as the ability to adapt to differences between municipalities.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, SharePoint, Teams and PowerPoint).
- Experience with Adobe Creative Suite and AutoCAD.
- Strong document management, organizational, and administrative coordination skills.
- Ability to prepare professional reports, presentations, meeting materials, and correspondence.
- Strong research and analytical skills with the ability to compile, summarize, and present information in a clear and concise manner.
- Experience utilizing artificial intelligence (AI) tools and digital productivity resources for research, document preparation, analysis, and workflow efficiency is considered an asset.

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.

Working Conditions

You primarily work in an office setting during regular business hours. Travel to site locations and overtime may occasionally be required.

About Us

Qualico Communities has been developing award winning neighborhoods and communities for over 60 years and we understand that integrity, quality, partnerships and giving back is important. A leader in real estate development, we put strong vision, planning and resources behind every project. We have designed, facilitated and built the highest-quality communities across Western Canada and in Austin and Dallas-Fort Worth, Texas working with local governments, builder contractors and residents. 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: August 19, 2026

[Apply Here](#)

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