



Title: Construction Coordinator (Single Family)

Term: 4 months

Location: 3203 - 93rd Street NW, Edmonton and surrounding communities.

At Sterling Homes, our people make the difference. We offer an exciting place to build your career.

Job Overview

Reporting to the Construction Manager, as the **Construction Coordinator (Single Family)** you provide administrative support to office and site management staff through all functions of the production/construction process, ensuring efficient construction thru organized schedules and specifications.

Your day-to-day responsibilities will include:

- Liaising with internal departments to resolve issues and staying current on existing or upcoming projects.
- Researching materials and processes for energy-efficient home building.
- Assisting in invoice review and monitoring for accuracy as required.
- Developing project and trade scopes of work and preparing Pre-Construction schedules.
- Providing schedule updates for Management and possession date confirmation.
- Developing and fostering positive relationships with trades and municipal staff.
- Supporting management on other projects or duties as assigned.
- Preparing and distributing documentation as required.
- Performing other administrative tasks such as applying for hydro applications, lot grading, staking, and steel requests to release permits as required.
- Preparing and distributing purchase orders, change orders, and other required documents to suppliers or trades.
- Promoting a safe work environment and following Qualico's Safety Program and relevant legislation.

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

- Diploma in Construction Management or Civil Engineering Technology or equivalent experience.
- Minimum 2 years of relevant experience in residential construction.
- Understanding construction processes and procedures.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Comfortable using office equipment and 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.
- Staying current with technical job skills.
- Consistently meeting customer expectation.
- Taking responsibility for the outcomes of decisions and actions.

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: August 25, 2026

[Apply Here](#)

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