



Title: Quality Control Technician

Location: #1, 2315 – 30th Avenue NE, Calgary

What We Offer

- Competitive compensation and benefits package including RRSP matching.
- The opportunity to contribute to a growing organization with a strong reputation for excellence.
- A professional and collaborative work environment.

Job Overview

We have an exciting opportunity for a Quality Control Technician to join Empire Envelope, in Edmonton, AB. You are responsible to complete QC walkthroughs, perform light and touch-up work, and address minor taping repairs to uphold quality standards. You also ensure thorough documentation, site cleanliness, and clear communication with builders, homeowners, and trades while supporting efficient project completion.

Your day-to-day responsibilities will include:

- Performing light up and touch up houses after prime as part of QC walkthrough.
- Being responsible for QC and minor taping repairs on jobs both under construction and occupied.
- Tracking hours and scope of work completed at every job and communicating that info via QC software for tracking and billing after every live job.
- Cleaning all work areas after each visit and completing a thorough final clean at the end of each job, with cleaning expectations adjusted based on the job stage (e.g., higher standards in occupied homes).
- Keeping vans clean and in good condition with regular maintenance.
- Taking pictures of work prior to starting when scope is different than our work order, or if certain builders do not issue VPO's after the fact.
- Talking with tapers if feedback on their work is warranted.
- Taping garages, stairwells, and mechanical rooms may be needed to fill an employee's daily hours if typical technician hours are insufficient.
- Protect the high-quality standards of Empire Envelope. and ensuring that all work performed meets or exceeds these standards.
- Working with all team members and divisions to complete all scopes each day is mandatory. Ensuring proper communication with other crews prior to leaving job site so everyone is leaving at a similar time unless other arrangements have been made prior.
- Representing Empire Envelope when dealing with builders, homeowners, and trades.
- Providing feedback to direct manager regarding our work, our trades, trade damage, site conditions, builder issues, etc.

Essential Requirements

- Minimum 1 year of related experience in insulation, drywall, taping, and/or general construction.
- Problem resolution skills.
- Strong interpersonal, verbal, and written communication skills.
- Satisfactory verification of criminal record check.
- Physically able to kneel and crouch as well as lift, carry, push or pull objects.
- Class 5 driver's licence with clean abstract.

Working Conditions

You work primarily on site during regular business hours. Work has exposure to noise from equipment/machinery and occupational hazards as well as dealing with inclement weather and dust. Overtime may occasionally be required.

About Us

Empire Envelope, an established business unit of Qualico, is committed to satisfying customers throughout Alberta as we have been doing already for over 50 years. With operations in Edmonton and Calgary, we service all residential and commercial needs.

Our team is dedicated to being an industry leader and to building long-lasting relationships with customers and their people. We seek to deliver exceptional service, on time and of the highest quality to all our customers. 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.

[Apply here](#)

#empireenvelope