



Title: Business Administrative Coordinator

Location: Edmonton Regional Office, 3203 93rd Street NW

Term: Tentative end date December 2027

At Qualico, 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 Manager, Business Operations, as the **Business Administrative Coordinator** you are responsible to provide support to teams or individuals and handle a variety of administrative and clerical tasks.

Your day-to-day responsibilities will include:

- Responding to internal and external inquiries in a timely manner, and greeting and directing visitors.
- Assisting the Vice-President Communities with day-to-day administrative tasks, calendar management and travel arrangements, coordination of meetings and outgoing mail
- Assisting Manager, Business Operations with day-to-day administrative tasks, file management and supporting raw land management including farm lease preparation and tracking, preparation and submission of municipality RFI, property tax tracking, surface lease tracking and file management
- Preparing and distributing correspondence, reports, spreadsheets and other documentation.
- Organizing and maintaining records and filing systems.
- Establishing and maintaining office procedures, and ordering office supplies.
- Providing support to other administrative related projects or duties.

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 or Certificate in Office Administration or equivalent experience.
- Minimum 3 years of experience in an administrative role.
- Satisfactory verification of criminal record check.
- Comfortable 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.

Working Conditions

You primarily work in an office setting during regular business hours. 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: September 14, 2026

[Apply Here](#)

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