



Title: Administrative Assistant

Location: Qualico Regional Office - 37 Quarry Park Blvd SE, Calgary, AB

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, employee home purchase program and employee discounts.

Job Overview

Reporting to the Director, Development, as the **Administrative Assistant** you will support the team 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. Greeting and directing visitors.
- Preparing and distributing correspondence, reports, spreadsheets and other documentation.
- Organizing and maintaining records and filing systems.
- Scheduling appointments, arranging travel and maintaining calendars.
- Preparing meeting agendas, taking meeting minutes and tracking follow-up items.
- Reviewing, circulating, tracking, and managing documents for signature.
- Assisting with invoice coding, document preparation, spreadsheets, reports, correspondence, and other administrative tasks.
- Collecting, reviewing, and reconciling employee expense reports, ensuring expenses are coded appropriately before submission to accounting.
- Establishing and maintaining office procedures. Ordering office supplies.
- Promoting a safe work environment and ensuring compliance with Qualico's Safety Program. Promptly reporting safety concerns or violations to the supervisor.
- Assisting the team and other departments with other project duties as assigned.

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

- High school Diploma, or equivalent.
- Minimum 2 years of experience in an administrative role.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office Programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint).

Preferred Qualifications

- Diploma or Certificate in Office Administration is 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.

Work 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 17, 2026

[Apply here](#)

#communitiescalgary