



A QUALICO® Company

Title: Possession and Walkthrough Coordinator

Location: One Dr. David Friesen Drive, Winnipeg (Sage Creek)

Start your exciting new career in the home building industry with one of Manitoba's most established and successful home builders.

At Kensington Homes, 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 Production Manager, as the **Possession and Walkthrough Coordinator** you are responsible for conducting the possession walkthrough with clients. You also interact with clients to ensure consistent delivery and customer service.

Your day-to-day responsibilities will include:

- Providing professional communication and customer service to clients during the possession and walkthrough stages, including scheduling, coordinating, and confirming all possessions and walkthroughs while maintaining a customer satisfaction focus with all activities and communications.
- Completing deficiency lists prior to and during homeowner orientations. Liaising with Construction team and other related parties to ensure deficiencies are rectified in a timely manner. Reporting any major concerns to Management.
- Maintaining up to date warranty and product information to facilitate homeowner orientations, ensuring Homeowner understands warranty guidelines, policies, procedures, and required Homeowner maintenance.
- Participating in regular meetings, seminars, and training. Keeping up-to-date and familiar with products, programs, and communities.
- Preparing and distributing correspondence, reports, spreadsheets, and other documentation. Organizing and maintain records and filing systems.
- Providing support to other projects or 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.
- Diploma or Certificate in Office Administration is preferred.
- Minimum 2 years of customer service experience, preferably in the Home Building or Construction industry.
- 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.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You primarily work in an office setting during regular business hours with frequent travel to sites required. Overtime may occasionally be required.

About Us

Kensington Homes is a single-family and multi-family business unit of Qualico with over 50 years of building new homes in Manitoba. Since we've built our first home in 1972, we've dedicated ourselves to providing great customer service, quality homes, and plenty of options.

Thousands of Manitoba families have selected Kensington Homes as their builder of choice, something we are very proud of. 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.

Closing Date: September 25, 2026

[Apply Here](#)