



Title: Drywall Site Assistant

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 **Drywall Site Assistant** to join Empire Envelope, in Calgary, AB. You assist in the completion of insulation and drywall work for new scopes and repairs, maintain high-quality and safety standards. You also maintain site and vehicle cleanliness, and work collaborate with team members.

Your day-to-day responsibilities will include:

- Assisting with insulation and drywall of new scopes and repairs.
- Moving materials and scaffolding as directed.
- Maintaining site cleanliness during work.
- Upholding and protecting the high-quality standards of Empire Envelope Ltd. and ensuring that all work performed meets or exceeds these standards.
- Representing Empire Envelope Ltd. when dealing with builders, homeowners, and trades.
- Tracking of hours and scope of work completed at every job for tracking and billing. This may include pictures, notes and description of work completed.
- Providing feedback to direct manager regarding overall quality of work and/or site issues.
- Maintaining weekly vehicle inspections for general vehicle cleanliness and maintenance. Reporting any vehicle concerns upon notice.
- Ensuring hazard assessments are filled out, proper PPE is worn and safety concerns are reported.
- Working with all team members and divisions, as needed.

Essential Requirements

- Minimum 1 year of insulation, drywall, or general construction experience.
- Class 5 driver's licence with clean abstract.
- Physically able to kneel and crouch as well as lift, carry, push or pull objects weighing up to 50 lbs.
- Attention to detail, good hand-eye coordination and situational awareness of physical work environment.
- Satisfactory verification of criminal record check.

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.

Closing date: September 24, 2026

[Apply here](#)

#empireenvelope