



INSULATION • DRYWALL • PAINTING • ROOFING • WRAP • SPRAY FOAM • SIDING

Title: Assistant Service Coordinator

Location: 5651 70 St NW, Edmonton

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

Reporting to the Service Manager as the **Assistant Service Coordinator** you assist with the creation and entry of new jobs for the Service division while supporting the Service Coordinator.

Your day-to-day responsibilities will include:

- Being the primary point of contact for our homeowners requiring service.
- Working closely with the Service Coordinator creating service tech schedules/workorders.
- Assisting in Inspection reports from Supply Pro.
- Monitoring and updating Todo's in Supply Pro.
- Handling correspondence, emails, and notes in Supply Pro.
- Updating work orders in SupplyPro.
- Verifying PO's and updating of files and values in both Jobschedule and Plexxis.
- Supporting, requesting, tracking, completing, and creating SupplyPro EPO's as outlined by Management.

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 and handle relations with the public, customers, suppliers, or others with tact and diplomacy.
- 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. Secondary school is a definite asset.
- Previous experience with data entry, preferably on drywall or construction products.
- Extreme accuracy with data entry and tight deadlines.
- Proficient in Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint) and Jobschedule and Plexxis.

Preferred Qualifications

- A pleasant demeanor and previous experience handling relations with the public, customers, suppliers, or others with tact and diplomacy 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.
- Staying current with technical job skills.
- Taking responsibility for the outcomes of decisions and actions.

Work Conditions

You work in an office as well as field travel during regular business hours. Overtime may occasionally be required.

About Us

Empire Envelope, an established business unit of Qualico, is committed to satisfying customers throughout Alberta as they 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: October 1, 2026

[Apply here](#)

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