



Title: Coordinator, Showhomes

Location: 3203 - 93rd Street NW, Edmonton

At designQ, 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 retail discounts.

Job Overview

Reporting to the Director, designQ, as the **Coordinator, Showhomes** you schedule Showhome Designer execution phases, monitor showhome construction schedules and purchase wholesale products for departmental projects. You provide site support to Showhome Designers and update Builder Showhome Budget information upon project completion.

Your day-to-day responsibilities will include:

- Scheduling Showhome Designer project execution phases, recording and monitoring construction schedule to ensure project deliverables can be completed.
- Purchasing wholesale products for showhomes/sales centres quick timelines.
- Approving invoices for wholesale purchased products.
- Collaborating with Field Coordinator and Builder Marketing Teams on Sales Centre layouts and requirements.
- Executing Showhome and Sales Centre opening tasks with Field Coordinator.
- Assisting Field Coordinator with periodic warehouse organization of wholesale product.
- Updating Accounting and Builder Team(s) on asset locations.
- Collaborating with Director, designQ on annual showhome budgets and maintenance quarterly.
- Supporting Showhome Designers with execution tasks and miscellaneous designQ administrative tasks.

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

- High School Diploma, or equivalent.
- Minimum 5 years of interior design and/or coordination experience.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Proficient using office equipment and Microsoft Office programs (Outlook, Word, 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.
- Consistently meeting customer expectations
- Staying current with technical job skills.

Work Conditions

You primarily work in an office setting during regular business hours. Travel to sites and overtime may occasionally be required.

About Us

Qualico's designQ takes the edge off the home buying process and helps customers choose wisely and wind up with precisely the home they want. In our state-of-the-art design centres in Edmonton and Winnipeg you'll be able to create a space that's unique to your family. It's a one-stop shop for interior design, products and finishing. For more information 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: October 9, 2026

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