



Title: Production Assistant, Spray Foam

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

We are seeking a full-time **Production Assistant, Spray Foam** in Edmonton. You provide support to residential divisions, create and maintain job records, purchase orders, and estimates in Job Schedule, Plexxis, and Supply Pro. You also support construction-related tasks, review drawings and assist with pricing using Bluebeam Revu. You collaborate with production and construction teams to ensure accurate pricing, documentation, and communication, while providing cross-training and relief support across related functions.

Your day-to-day responsibilities will include:

- Evaluating purchase orders against construction drawings using Bluebeam Revu to identify inconsistencies and initiating change orders related to scope and pricing
- Collaborating with the Spray Foam Operations Manager and construction teams to support scope-specific pricing, cost analysis, and specification updates.
- Supporting estimating functions through pricing validation, cost tracking, and coordination with the Spray Foam Operations Manager.
- Managing the spray foam inbox and communications, including emails, phone calls, and contacting clients to obtain project information.
- Reviewing and processing purchase orders (POs/EPOs), update job records in Job Schedule and Plexxis to reflect scope and cost changes, manage Supply Pro requests by scheduling upcoming work, and performing billing tracking.
- Track inventory and sign out any material that is being used using Plexxis.

Essential Requirements

- High School Diploma, or equivalent.
- Minimum 2 years data entry, preferably on spray foam or construction products.
- Extreme accuracy with data entry and tight deadlines.
- Excellent verbal communication skills.
- Comfortable using office equipment and Microsoft Office programs (Outlook, Word, Excel, Teams, SharePoint and PowerPoint) and SupplyPro, Plexxis, and Job Schedule.
- Satisfactory verification of criminal record check.

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.

Working Conditions

You primarily work in an office setting during regular business hours. Overtime may be occasionally 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: October 16, 2026

#empireenvelope

[Apply here](#)