



Junior Planner and Intermediate Planner

Edmonton, Alberta

Who We Are:

Invistec Consulting Ltd. provides professional consulting services in planning, engineering, landscape architecture, and urban design. Founded by professionals with a common passion for innovation, integrity, and excellence, our core business is serving clients – small or large, public or private – with efficiency and attention to detail and with a specialized focus on sustainable community development, which includes low impact design and green infrastructure.

Our team is growing! Invistec's Planning Team is currently seeking to fill two new roles: a Junior Planner, and an Intermediate Planner. These people will be part of a high-paced, energetic, and collaborative team working on a variety of planning projects from large scale plans to site-specific developments. These positions require motivated and enthusiastic team players who are able to take initiative, work in a team environment, and also work independently. These positions may include some evening work and occasional travel.

Description of the Opportunities:

- Member of a high-paced interdisciplinary planning team.
- Support the development and delivery of planning documents, site designs, and land development applications, working with Clients, Stakeholders, and public officials.
- Support the design, delivery, facilitation, and documentation of public engagement activities.
- Conduct research, analysis, and writing on a variety of land development planning documents and request for proposals.
- Ability to understand and interpret municipal regulations, bylaws, and policies, as well as various provincial regulations.
- Liaise with clients, government officials, and regulatory bodies.
- Assist with meeting minutes, note taking, and administrative tasks as required.
- Any other such duties as may be assigned.



INVISTEC CONSULTING LTD.

The Successful Candidates will Possess the Following:

Junior Planner

- Degree in Urban Planning or related discipline
- A minimum of 0-2 years of professional planning experience
- Eligibility for membership in APPI/CIP is preferred
- Project management, communication, writing, and research skills
- Written and verbal communication and presentation skills
- Urban design and graphic design experience is an asset
- Demonstrate public engagement and customer service experience
- Able to work independently and as a member of a team effectively
- Proficiency in MS Office Suite and digital video softwares (Zoom, Google Meets)
- Experience with Adobe Creative Suite and AutoCAD is considered an asset
- Valid driver's license

Intermediate Planner

- Degree in Urban Planning or related discipline
- A minimum of 3-5 years of professional planning experience
- Membership or eligibility for membership in APPI/CIP is preferred
- Good working knowledge of general planning principles and the development approval process in Alberta
- Strong project management, analytical, and problem solving skills
- Excellent written and verbal communication and presentation skills
- Urban design and graphic design experience is an asset
- Demonstrate public engagement and customer service experience
- Able to work independently and as a member of a team effectively
- Proficiency in MS Office Suite and digital video softwares (Zoom, Google Meets)
- Experience with Adobe Creative Suite and AutoCAD is considered an asset
- Valid driver's license

How to Apply:

If you believe you are a perfect fit for Invistec, please send your **resume** and **cover letter** to planning@invistec.ca. Learn more about us at www.invistec.ca.

