



Intermediate Planner

Edmonton, Alberta

Invistec Consulting Ltd. is offering an exciting opportunity for an experienced Professional Planner to join our dynamic and fast growing consulting firm. With a wide range of public and private projects within Alberta and across Canada, Invistec is looking for an entrepreneurial professional with strong written and verbal communication skills to join our team. If you believe in superior customer service, have a truly creative spirit, and thrive on keeping busy, this is a place where you can truly grow.

Who We Are:

Invistec 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 vision is to be the consultant of choice in western Canada. To accomplish this requires a team of committed professionals willing to grow a culture of innovation, and to become and remain a contributor to sustainable and integrated growth in our communities.

Invistec is currently seeking an Intermediate Planner with a focus on municipal planning services. This role will be responsible for preparing proposals for RFPs, cultivating relationships with various municipalities, while also contributing on a variety of private planning projects from large scale planning documents to permitting. This position requires an experienced and motivated team player who is able to take initiative, work in a team environment, and also work independently. This position may include some evening work and occasional travel.



INVISTEC CONSULTING LTD.

Description of the Opportunities:

- Work as a member of a high-paced interdisciplinary land development consulting team
- Lead project teams in the development and delivery of exceptional plans and policies, and working with clients, stakeholders, and public officials
- Support or lead the design, delivery, facilitation, and documentation of public engagement activities
- Ability to understand and interpret municipal regulations, bylaws, and policies, as well as various provincial regulations
- Liaise with clients, government officials, and regulatory bodies
- Engage with prospective clients in understanding their needs and goals
- Prepare proposal responses for prospective clients
- Any other such duties as may be assigned

The Successful Candidates will Possess the Following:

- 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, British Columbia, and other jurisdictions
- Strong project management, writing, and research skills
- Communications, urban design, and graphic experience will be considered 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
- Proficiency in Adobe Creative Suite and AutoCAD
- 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 stephen.yu@invistec.ca. Learn more about us at www.invistec.ca.

