



## Junior Planner

Edmonton, Alberta

**Invistec's Team continues to grow!** Invistec's Planning Team is currently seeking to fill a new Junior Planner role. This person 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 to proposal writing. This position requires a motivated and enthusiastic 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.

### Who We Are:

Invistec Consulting provides professional consulting services in planning, engineering, and landscape architecture. 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.

### 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, administration, sub-consultants, 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.





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### The Successful Candidate will Possess the Following:

- 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, Teams)
- 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](mailto:planning@invistec.ca). Learn more about us at [www.invistec.ca](http://www.invistec.ca).

