



Junior/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 vision is to be the premiere land development consultant in western Canada. To accomplish this requires a team of experienced 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 a Junior/Intermediate Planner. You will be part of a high-paced, energetic, and collaborative team working on a variety of planning projects from large scale planning documents to permits. This position requires a motivated/experienced 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.



INVISTEC CONSULTING LTD.

Description of the Opportunities:

- Work as a member of a high-paced interdisciplinary land development consulting team
- Prepare planning documents, residential and commercial development site plans, land development and permit applications, and presentation materials
- Support a variety of land development planning projects including request for proposals, ASPs, NSPs, rezonings/redistrictings, subdivisions, and permits
- Conduct research, analysis, and writing on a variety of land development planning documents
- Support or lead the planning, facilitation, and documentation of public engagement activities
- Understand and interpret land use bylaws and other relevant documents
- Liaise with clients, government officials, and regulatory bodies regularly with support from Project Directors and Senior Planners
- Assist with meeting minutes, note taking, customer service, and administrative tasks as required
- 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 2-4 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, 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.

