



Intermediate Planner

Edmonton, Alberta

We're Hiring! Invistec's Planning Team is currently seeking to fill a new Intermediate 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, lead a project team, 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, landscape architecture, transportation, 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.

Description of the Opportunities:

- Member of a high-paced interdisciplinary planning team
- Lead project teams in the development and delivery of high level statutory plans and policies, site designs, land development applications, and working with clients, stakeholders, and public officials
- Lead and support the design, delivery, facilitation, and documentation of public engagement activities
- Lead and prepare responses for Request for Proposal (RFP) submissions
- 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



INVISTEC CONSULTING LTD.

The Successful Candidates will Possess the Following:

- Degree in Land Use Planning or related discipline
- A minimum of 2-5 years of professional planning experience
- Membership or eligibility for membership with APPI is preferred
- Strong writing, project management, communication, and leadership skills, with experience writing proposals, planning policies, regulations, and reports
- Good working knowledge of general planning principles and the development approval process in Alberta
- Urban design and graphic design 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 and digital video softwares (Zoom, Teams)
- Proficiency in 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 yegplanning@invistec.ca. Learn more about us at www.invistec.ca.

