



**Planner**  
Calgary, Alberta

**Invistec's team continues to grow!** Invistec's Calgary Office is hiring a motivated Planner who will form part of a diverse and interdisciplinary firm and play a key role on the Planning team. This position requires a self-driven and enthusiastic team player who is able to take initiative, work in a collaborative environment, and also work independently. This position will include some evening work and occasional travel.

**The successful candidate will possess the following:**

- ✔ Degree in urban planning or related discipline
- ✔ 1-2 years professional planning experience
- ✔ APPI Candidate member preferred
- ✔ Adaptable, confident, and committed to taking initiative
- ✔ Eager to learn and grow professionally
- ✔ Enthusiastic, outgoing, and team player mentality
- ✔ Strong time and project management skills
- ✔ Excellent communication skills (written & verbal)
- ✔ Hand sketching and urban design experience
- ✔ Microsoft 365, Adobe Suite, and AutoCAD proficiency
- ✔ Valid driver's license

**If you believe you are the perfect fit, please submit your resume and cover letter to: [yycplanning@invistec.ca](mailto:yycplanning@invistec.ca)**

## Who We Are

Invistec Consulting provides professional consulting services in planning, civil engineering, transportation engineering, landscape architecture, and construction management. 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.

## Job Description

- Preparation of land use, subdivision, and development applications and monitoring on behalf of clients
- Preparation of statutory and non-statutory plans
- Preparation of public and private proposals
- Public engagement preparation and facilitation
- Presentations at Municipal Council
- Policy analysis and writing
- Preparation of visual diagrams, land use concepts, maps, and figures
- Liaise with clients, stakeholders, administration, sub-consultants, and public officials
- Produce meeting agendas and minutes, note taking, and administrative tasks as required
- Any other such duties that may be assigned



**Website**  
[www.invistec.ca](http://www.invistec.ca)



**Email**  
[yycplanning@invistec.ca](mailto:yycplanning@invistec.ca)



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