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Environmental Account Manager

Location: Fort St. John & Port Moody, BC / Calgary, AB

Overview

SynergyAspen's purpose is to reduce our clients' environmental footprint. We are a growing environmental consulting firm that provides clients with exceptional service and value, and our employees with meaningful careers. Our areas of expertise include contaminated sites, natural sciences, and reclamation services.

The primary function of the Environmental Account Manager is to manage a client portfolio in a cost effective, innovative, and value-added manner to meet or exceed client objectives in compliance with all regulatory requirements. This role will work with our clients to plan, budget, and manage the direction of a project portfolio and shares SynergyAspen's relentless drive for continuous improvement. This position reports to the Operations Manager.

Your Key Responsibilities

- Monitor and ensure compliance with portfolio objectives, direction, and budgeting requests.
- Prepare and assist in the preparation and execution of proposals.
- Provide ongoing updates to the client to meet their communication needs.
- Provide excellent levels of service to our internal and external client.
- Ensure project staff meet, maintain, or exceed client specific health and safety requirements.
- Responsible for review and sign-off on monthly invoices to clients, managing and forecasting client budgets.
- Spend client approved project and/or portfolio budget.
- Undertake occasional travel to Calgary, Fort St. John, Vancouver, or other destinations to meet with clients or to deliver staff training, as needed.
- Expand services with existing clients through cross-selling SynergyAspen's various lines of business (Remediation, Reclamation and Natural Sciences).
- Ensure chargeability goals are met for yourself and your reports and provide ongoing evaluation of workloads.

What You Offer SynergyAspen

- 10 + years experience in the industry
- B.Sc., M.Sc., or Ph.D. in a related discipline and a professional designation (e.g., P.Eng, P.Geo, P.Chem, P.Ag. etc.) recognized in BC or AB
- Experience in contaminated sites, natural sciences, or reclamation, with preference given to candidates with practical knowledge of BC OGC Regulations
- Experience in managing large portfolios, technically complex projects, managing budgets > \$2M/year, and overseeing cost controls
- Energy, intelligence, and integrity. Your drive for exceptional client experience is relentless
- Proactively lead and collaborate with a multi-disciplinary team
- Reliable attention to details, remarkable accuracy, and professional organizational skills
- Excellent communication, technical writing, and problem-solving skills
- Proficient in Microsoft Office Suite, specifically Outlook, Teams, Excel, Word, PowerPoint
- Commitment to safety

What SynergyAspen Offers You

- An opportunity to be a leader in the adoption and use of technology for an environmental consulting company with the purpose of reducing our clients' environmental footprint
- An opportunity to expand your expertise, and work for a company with integrity of purpose
- Competitive compensation and comprehensive extended health benefits
- Eligibility for educational and professional membership dues reimbursements
- Business-casual dress code
- Pet friendly offices

How to Apply

Submit all applications to our career board at <https://synergyaspencareer.humi.ca/job-board> or visit our website at www.synergyaspen.ca and select Apply under our Current Opportunities.

We thank all interested applicants for their interest, but only shortlisted candidates will be contacted. Your resume will be kept on file for future considerations.