

## **Environmental Coordinator**

**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 Coordinator is to assist the Environmental Project Manager with planning and completing a project. This role may be responsible for project budgets, timelines, deliverables, field completion of advanced programs and preparation of technical reports. This position maintains direct connection to the field staff, and work in the field may be required as determined by each project. This position provides direction to the Environmental Supervisor and reports to the Environmental Project Manager or Environmental Account Manager.

### **Your Key Responsibilities**

- Manage project's contract documents, drawings, specifications, and scope of work
- Support field operations in aspects which may include cost controls, planning, scheduling, and estimating
- Complete technical report writing and signature on factual technical reports
- Maintain current knowledge with governing regulatory bodies as it applies to the OGC, MOE
- Manage data and file compilation for internal and client databases
- Maintain billable targets as set by Supervisor
- Coordinate with and manage Contractors
- Coordinate and facilitate successful project deliverables
- Provide excellent levels of service to our internal and external clients and represent SynergyAspen Environmental and our clients in a professional manner consistent with corporate values and behaviours

### **What You Offer SynergyAspen**

- B.Sc. or M.Sc. in a related discipline
- Registration, or eligibility to register as a Professional EIT, GIT, AIT, BIT, CET
- Minimum of 4 + years industry experience
- Experience in contaminated sites, natural sciences, and reclamation, with preference given to candidates with practical knowledge of BC OGC Regulatory Guidelines
- Knowledge of project execution activities, such as planning, project controls, scheduling, and costing
- Collaborate successfully with your team and environmental contractors on various projects of differing complexity
- Ability to work outside and potential remote locations in adverse weather conditions, when required
- Proficient in Microsoft Office Suite, specifically Outlook, Teams, Excel, Word, PowerPoint
- Energy, intelligence, and integrity. Your drive for exceptional client experience is relentless
- Reliable attention to detail, remarkable accuracy, and professional organizational skills
- Excellent communication, technical writing, and problem-solving skills
- 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](http://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.