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Environmental Coordinator

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

We are willing to consider remote work for candidates with previous BC upstream oil and gas remediation / contaminated sites knowledge and environmental consulting work experience

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 area of expertise includes reclamation, remediation, and natural sciences, with a specialty in upstream oil and gas work conducting reclamation projects on contaminated sites in Northeast BC.

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 Operations 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
- Support remediation programs, including Stage 1 and 2 ESAs, Phase I and IIs, soil and groundwater treatment, soil and groundwater monitoring and risk assessments
- Support reclamation programs, including Schedule B and detailed site assessments
- Prepare and organize the execution of proposals
- Complete technical report writing and signature on factual technical reports
- Maintain current knowledge with governing regulatory bodies as it applies to the BC 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

- 6+ years relevant experience in environmental consulting
- B.Sc. or M.Sc. in a related discipline
- Registration, or eligibility to register as a Professional EIT, GIT, AIT, BIT, CET
- 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, and Word
- 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
- Eligibility for profit sharing
- External and internal training budget
- Flexible work schedules and banked time
- 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.