

## **PROJECT MANAGER ENVIRONMENTAL**

We are seeking a self-motivated experienced individual to independently manage all aspects of small to medium size challenging projects from a technical and administrative aspect.

Incumbent will manage environmental site assessments, hydrogeologic investigations, remedial investigations, and remedial planning/design.

- Establish and manage project teams and multiple priorities
- Develop scope of work, budgets and schedules
- Identify resources required to complete projects
- Completion of projects on time and within budget
- Communicate project status and potential issues with clients and supervisors professionally
- Preparation of proposals including marketing and technical
- Demonstrate excellent client relations and development skills
- Administrative duties will include; performance appraisal preparation, prepare backlog projections, prompt invoice preparation, networking and participation in a political and professional organizations. Timely completion of all project documents.
- Mentor/develop junior staff
- Follow QA/QC guidelines

## **QUALIFICATIONS**

Bachelors of Science, Geology, Hydrogeology, or related science

Minimum seven years experience

Technical writing, hands-on project management skills, 40 hour HAZWOPER training, excellent written/oral communication skills, team player. Brownfields a plus.