



"Environmental Management Starts Here"

JOB TITLE: Office/Environmental Administrator - Calgary

POSITION: Full Time

CONTACT: calgary@ecoventure.ca, 403-265-2498, www.ecoventure.ca

THE COMPANY

Established in 2002, Ecoventure Inc. is an environmental company focused on providing consulting services to Canada's upstream and midstream petroleum industry, commercial and industrial clients, developers, and government. Ecoventure offers services and guidance to clients who wish to prevent, minimize, and manage environmental impacts associated with exploration, development, and production of natural gas and crude oil as well as the mining industry and urban development. Ecoventure has provided its clients with a wealth of knowledge and experience directed at providing sound environmental strategies and economically viable environmental management solutions.

What separates Ecoventure from other consulting firms is that employees gain experience through a diversity of training, and project managers see projects through from beginning to end. Ecoventure offers leadership training and embraces individuals who seek to create a career path driven by their strengths and interests.

THE OPPORTUNITY

Ecoventure is currently seeking an Office/Environmental Administrator to fulfill a position as an office administrator and operational support for environmental projects. This is a full-time, permanent position based out of the Calgary office.

THE POSITION

Participate as an Office/Environmental Administrator in the application of Ecoventure's project delivery system to achieve the following project delivery strategic objectives: health, safety and environmental responsibility; client expectations for quality, schedule and budget; financial performance for project specific targets; project team and field program expectations; operational performance and business unit expectations; and quality.

Key Responsibilities to include:

Administrative Duties

- Daily secretarial work including answering telephones, taking messages and providing information, accepting messenger and courier deliveries and shipping reports/documents via courier or post office, opening, sorting, and distributing faxes and mail, and responding to routine inquiries.
- Updating and distributing weekly bulletin which includes corporate communication and staff scheduling. Attending company monthly staff meetings and recording meeting minutes.
- Leading Ecoventure's Formatting Group and preparing letters and documents for submittal to clients; formatting, printing, compiling, and binding documents and reports as required.
- Developing and maintaining Calgary office filing system for administrative and client files; maintaining inventory and purchasing office supplies; maintaining office equipment such as internet, phones, etc.

- Supporting IT representative (Edmonton) on a day to day basis with IT related issues. Coordinating any repairs required and resolving any IT issues such as printer setup or network connections with IT Support.
- Providing administrative support to Calgary field staff including booking hotels and coordinating vehicle scheduling and maintenance; tracking Calgary vehicle use and maintenance; field equipment rental coordination and internal equipment inventory records.
- Tracking office expenses and professional development associated costs. Provide monthly reports to operations manager.
- Collecting safety forms, vehicle inspection forms, PPE/PD receipts, and VISA receipts from Calgary staff and processing as required.
- Support the Corporate Administrator and Health and Safety Manager in preparing monthly expense summaries, safety progress reports, etc. as needed.
- Organizing and keeping front reception, printing/office supply area and kitchen clean and tidy.
- Serve as main contact for communication with the building manager.

Provide operational support to the Assessment and Remediation, Regulatory and Liability, and Conservation and Reclamation groups on an as needed basis based on area of expertise and career goals. Duties to potentially include:

- Assisting the Operations Manager in creating, updating, and tracking projects in Ecoventure's web-based project management software system.
- As needed, receive third party invoices and process according to Ecoventure and client protocols for cost tracking and expense approval.
- As needed, support discipline teams as priorities are determined by the Operations Manager.

The individual's strengths, experience, and preferences will be considered and allocated appropriately.

THE INDIVIDUAL

The successful candidate should possess the following competencies and experience:

- 4+ years' professional experience in a relevant position.
- A degree or diploma from a recognized post-secondary institution.
- Strong computer skills (Microsoft word, excel & Adobe Acrobat, Access).
- Excellent organization and attention to detail.
- Ability to multi-task while meeting deadlines.
- Additional assets might include:
 - Experience working with a professional and/or consulting organization.
 - Experience working in the environmental sector.
 - Knowledge of the oil and gas industry.

APPLICATION

Interested and qualified applicants should submit a Cover Letter, Resume, and References to the contact below. Please ensure all applications are concise and highlight qualifications as related to the responsibilities above and a minimum of 2 references are provided. Please include the subject 'Environmental Administrator – Calgary' in all correspondence.

Thank you very much for your time and consideration in providing your resume to Ecoventure, however only the perspective candidates will be contacted for an interview.

Application deadline for consideration is **June 15th, 2018**.
