

# SYLVIS Career Opportunity

## Project Coordinator

*Edmonton, AB, Full-Time*

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Are you looking for an opportunity to build a meaningful career in the environmental field? Do you want to work with a dynamic team of professionals striving to make a difference in all they do?

SYLVIS has an opening for a Project Coordinator to join our team in Edmonton, Alberta for the 2022 field season. We are looking for a safety inclined, energetic, autonomous, and proactive team player. Some key qualities include flexibility, field experience, and strong communication skills.

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### WHO ARE WE?

SYLVIS is a residuals management firm that provides environmental consulting and operational services to a wide range of clients in both the private and public sectors. At SYLVIS we believe that sustainability is intrinsically linked to our ability to manage our residuals through innovation. For more information on what we do, visit our website at [www.sylvis.com](http://www.sylvis.com).

### WHAT DO WE OFFER OUR EMPLOYEES?

SYLVIS offers a healthy, fast-paced, team-oriented work environment with a focus on collaborative problem solving and continuous learning and improvement. SYLVIS emphasizes professional integrity and the highest work quality that continues to exceed our clients' expectations. SYLVIS hires and retains exceptional people. We like to have fun and celebrate our accomplishments and appreciate a nerdy sense of humour.

### WHAT WILL A PROJECT COORDINATOR DO?

Based in our Edmonton office, your primary focus will be to ensure the smooth, productive implementation of our operational and consulting projects. You will be responsible for all aspects of project coordination and will participate directly in field activities. You are someone with a diverse skill set that is extremely well organized and enjoys time in the field.

Your typical responsibilities include:

- Project planning and implementation at one or more operational reclamation or residuals recycling projects in Alberta and British Columbia
- Coordinating of, and participation in, field activities including environmental sample collection and supervision of heavy equipment operations
- Scheduling and supervision of professional / operational contractors and internal resources
- Project status reporting to the Project Manager
- Data tracking and report preparation
- Regular liaison with client representatives
- Preparing and managing safety documentation for operational projects

### WHAT DO YOU NEED TO SUCCEED IN THIS ROLE?

Our business is built on its technical expertise, exceptional customer service, and a team-based approach to project delivery. To excel in this position, you need to be prepared to deliver outstanding service by drawing on your previous experiences.

- You have an advanced technical diploma or undergraduate degree in environmental science, plant science, soil science, agriculture, or a related discipline
- You have 2-3 years of experience in environmental monitoring, data management, supervision of heavy equipment contractors, and project coordination
- You are experienced in client liaison and report preparation
- Direct experience working in agriculture or mine reclamation is considered an asset
- Experience and familiarity with residuals management (ash, biosolids, etc.) is considered an asset
- A qualified professional designation (PAg) or the qualifications to obtain a professional designation is considered an asset

As a member of an interdisciplinary team of professionals you will bring the following qualities to the position:

- A can-do attitude, superior attention to detail and quality and ability to get the job done on schedule and on budget
- Exceptional organizational and communication skills
- Field acumen and comfort around heavy equipment operations
- A willingness to work outdoors in adverse weather conditions
- A willingness to travel (a valid AB driver's license or equivalent is required)

The following is considered a requirement for employment:

- You are fully vaccinated against Covid-19 (fully vaccinated means having received two doses) and able to provide proof with the AB vaccine card.

## HOW TO APPLY?

If you are passionate about residuals and interested in advancing your career, we look forward to hearing from you! Send a cover letter and resume in confidence by visiting our website at [www.sylvis.com/our-company/careers](http://www.sylvis.com/our-company/careers). In your cover letter, please include a response to the following questions:

- What key skills will you bring to SYLVIS?
- What skills would you like to gain and develop while working for SYLVIS?

We are looking to fill this position as soon as a qualified and suitable candidate is found. Applications will be reviewed as they are received.

