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Client Manager (Contaminated Sites) FORT ST JOHN, BC

We are currently recruiting for a Client Manager to join our team in Fort St John. We are a leading firm in the fields of environmental remediation, reclamation, and natural sciences throughout British Columbia. Our speciality is upstream oil and gas; however, we provide a broad array of environmental services with offices in Fort St John and Port Moody, BC.

POSITION OVERVIEW

The primary function of the Client Manager (CM) is to manage the client portfolio in a cost effective, innovative and value-added manner to meet or exceed client objectives in compliance with all regulatory requirements. The CM works with our clients to plan, budget and manage the direction of a project portfolio and shares SynergyAspen's relentless drive for continuous improvement. This position will report to the Chief Operations Officer.

Specifically, you will

- Monitor and ensure compliance with portfolio objectives, direction and budgeting requests;
- Prepare and assist in the preparation and execution of proposals;
- Provide ongoing updates to the client to meet their communication needs;
- Provide excellent levels of service to our internal and external client;
- Ensure project staff meet, maintain or exceed client specific health and safety requirements;
- Responsible for review and sign-off on monthly invoices to clients, managing and forecasting client budgets;
- Spend client approved project and/or portfolio budget;
- Undertake occasional travel to Calgary, Vancouver or other destinations to meet with clients or to deliver staff training, as needed;
- Expand services with existing clients through cross-selling SynergyAspen's various lines of business (Remediation, Reclamation and Natural Sciences);
- Ensure chargeability goals are met for yourself and your reports and provide ongoing evaluation of workloads.

Qualifications Requirements

- B.Sc. in Environmental Engineering or B.Sc. in Earth Sciences, Biology or related discipline;
- 10 + years working experience in the Environmental Consulting Industry;
- A professional designation (e.g. CSAP, P.Eng, P.Geo, P. Chem, R.P.Bio., P.Ag., etc.) recognized in BC, or Alberta;
- Experience managing projects in a related role;
- Proficient in Microsoft Office Suite, specifically Outlook, Excel, Word, PowerPoint and Visio;
- Experience managing budgeting and costs controls;
- Ability to lead a team, and set and reach team goals;
- Excellent communication and technical writing skills with a strong work ethic, positive attitude and willingness to learn. Great interpersonal and leadership skills;
- Business development experience would be an asset.

How to apply

To access the detailed Job Description and submit your application, please go to the Careers Page and open the “current Opportunities tab” at our Website: www.synergyaspen.ca

Or, apply directly by email: careers@synergyaspen.ca

*No direct inquiries at this time please.

*We thank all interested applicants for their interest but only shortlisted candidates will be contacted.