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## Client Manager (Contaminated Sites) PORT MOODY, BC

*We are currently recruiting for a Client Manager to join our team in Port Moody. 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](http://www.synergyaspen.ca)

Or, apply directly by email: [careers@synergyaspen.ca](mailto: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.