

Primary Location of Work: Calgary

Position(s): Project Manager

Prospect is seeking an individual to support our project team as a Project Manager, with focus of Contaminated Sites in British Columbia and Alberta. This role will be office based, with work from home flexibility. If you possess a combination of any or all of the skills listed below, and are looking for an exciting change, contact us today. Email resume to [careers@prospectenv.ca](mailto:careers@prospectenv.ca).

The following are some of the responsibilities for the role of Project Manager:

- Communicate with Management and Supervisors
- Review site information, project requests and prepare field file information
- Prepare and review reports and appendices
- Prepare job scopes and cost estimates for field work
- Complete required updates to clients and other service providers
- Support with field work as required
- Mentor team members
- Support development of Standard Operating Procedures

A successful candidate will possess a combination of the following experience, skills and qualifications:

- Full comprehension of Contaminated Sites including assessment, remediation, and reclamation. Spill response experience and asset.
- Relevant Canadian education (technical diploma or degree), possessing Professional Designation in BC and/or AB for appropriate sign off. Consideration will be given to the right candidate with ability to obtain designation within short time frame.
- Related field experience in Canadian environmental consulting or a related discipline
- Understanding of Canadian environmental regulations applicable to BC environmental consulting
- Technical writing skills
- Comprehension of field skills for soil and water sampling
- High competency in suite of office programs
- Adept in project tracking and mapping software applicable to the industry
- Detailed and organized, with the ability to manage more than one project/client concurrently

Prospect offers a compensation package of competitive wages, RRSP program, retention bonus structure and benefits which will vary based on qualifications and experience. Thank you for your interest. Potential candidates will be contacted for interviews. *References are required.*

