

Job Description



Position: **Environmental Assistant**
Reports to: Project Manager(s)
Location: Edmonton, Alberta

Paragon is a leading environmental consulting company specializing in soils and vegetation as they relate to natural resource and infrastructure development and reclamation. Our team has the good fortune to work on many of the largest and most dynamic industrial projects in the country. Our reputation with clients is built through using applied science, decades of experience, and consistently sound judgment to help their projects be successful. We recognize the collective strengths of our team and are committed to providing high-quality service, while providing a safe and rewarding work environment. Paragon offers our team members an engaging and professional workplace that fosters creativity and diversity. We invest in our team by offering competitive salaries and benefits, interesting projects, fun group events, and numerous professional development opportunities.

Paragon is currently seeking a full-time Environmental Assistant to join our team.

POSITION SUMMARY:

Paragon provides environmental consulting services across much of Canada, with a focus on soil survey, revegetation, and mine and pipeline reclamation. We are seeking an **Environmental Assistant** to directly support project manager(s) in delivering the client's vision of the end product or project, by using a diverse team, as well as industry best practices, regulations and legislation. This position is based in Edmonton.

The environmental assistant will gain an understanding of various aspects of managing environmental consulting projects, with a focus on the following project types:

- pipeline construction monitoring, including pre and post construction
- oil sands mining conservation and reclamation scopes (recurring annual programs and 'special projects')
- reclamation monitoring and other soil and vegetation sampling programs as they arise
- soil survey assistance
- detailed site assessments

This position is office based although some field work will be necessary to support various projects. For you to enjoy this work and be successful, you must naturally have a positive nature, be flexible, thrive in a fast-paced work environment and enjoy working independently within the larger project group. You understand that asking for advice or clarification is not a sign of weakness. You believe that nothing is more important than working safely and protecting those around you.

ADDITIONAL RESPONSIBILITIES:

- Working cooperatively with Technical, HSE, Logistics and Geomatics colleagues to successfully deliver our products.
- Assisting Project Managers with various administrative tasks
- Data management through the collection, entry, synthesis and reporting phases; preparing various formats of field reports; hazard assessment
- Drafting technical reports, project plans, and HSE reporting
- Delivery of project tasks or for small stand-alone projects
- Contract maintenance, including following up to ensure acceptance
- Ensure digital versions of project information is maintained securely in appropriate files
- Ensure all weekly and monthly deadlines for reporting are adhered to – accurate and on time, every time
- Track project progress and ensure internal milestones are met
- Update Project Budget/Cost tracking, keep project managers up to date on budget status
- Attend and take minutes for project kick off meetings, project meetings and conference calls as required
- Review Daily timesheets; providing direction to field and accounting staff, escalating to PM as necessary
- Providing input on how best to use the technology available to us to improve our processes
- Exercising good judgment in situations that are not covered by policies and procedures
- Preparing regular, timely and accurate timesheets, expense reports and other relevant documentation
- Develop a depth of understanding of Project Delivery System (PDS), standards and regulations

MINIMUM REQUIREMENTS:

You must have the following attributes:

- Residence near Edmonton
- Degree or Diploma in an environmental science field from a recognized university or college
- Currently registered as an AIA member
- An absolute, genuine dedication to safe work
- Ability to work productively independently as well as in a team setting
- Results-oriented and efficient, with excellent problem-solving skills
- Strong interpersonal and communication skills, with an affinity for working respectfully with colleagues at all levels
- Intermediate knowledge of and experience with computers and PC software, especially Microsoft Word, Excel, Outlook and Access
- Extensive experience with data management and analytics

PREFERRED QUALIFICATIONS:

- Minimum of 5 years relevant experience with an increasing degree of responsibility

- Experience in environmental consulting with emphasis on designing and coordinating soil surveys and sampling programs in baseline and pre-disturbance settings for agriculture, forestry, oil sands, pipeline projects

Please submit your application to info@paragonsoil.com, including your resume (with three references) and a cover letter that outlines why you would be a great fit for the Paragon team. We thank you for your interest in this posting; however, only those candidates selected for an interview will be contacted.