



## JOB POSTING

### **Position**

**Coordinator - Projects and Logistics (Permanent Full Time Position)**

### **Work Site**

Based out of Envirogreen Technologies Ltd.'s (ETL's) head office in Langley, B.C.  
Frequent travel to various project locations and travel to Envirogreen Site in Princeton B.C.

### **About Envirogreen Technologies**

Envirogreen Technologies Ltd. (ETL) is an established waste management company, leading the way in the treatment of hazardous and non-hazardous wastes. Our permitted hazardous waste treatment facility located outside of Princeton, B.C. utilizes thermal desorption technology to treat a wide range of industrial waste and contaminated soil.

### **The Opportunity**

ETL is looking for an experienced and qualified Projects and Logistics Coordinator to join our team. This role reports to the Business Development Manager and must work collaboratively with other departments within the organization to align project scopes with overall business objectives. Assist in business development activity by providing additional sales activity. A requirement of this role is project management on customer sites and help develop logistics with other business development initiatives including road and rail transportation services.

### **Core Job Duties**

#### **Sales**

- Call on industry network to facilitate work for Company
- Represent Company in industry conferences, workshops and networking events
- Cold calling industry sectors to build relationships and increase opportunities
- Review bid websites and track opportunities suited for the Company
- Help track revenue by using customer relationship management software.

## **Transportation**

- Assist in scheduling loads into ETL from all customers (this includes regular contact with transportation providers to Company and Company's customers)
- Develop pricing and track costs associated with Company transportation services
- Develop and maintain existing relationships with transportation subcontractors
- Maintain all required health and safety, insurance and other important documentation for Envirogreen transportation subcontractors
- Build protocol with various aspects of Company transportation services
- Help develop and execute and maintain transportation resources for Envirogreen by liaising between Langley, Princeton staff and third-party subcontractors
- Order, track and maintain equipment and materials required to execute projects
- Build relationships with current and future subcontractor network
- Reporting incidents/accidents as per ETL, Worksafe BC regulatory requirements

## **Project Management**

- Manage internal and external Envirogreen projects to ensure safety and profitability by tracking revenue and costs on a project per project basis and reporting health and safety issues to Envirogreen's Health and Safety manager
- Provide Envirogreen on site presence as required for projects where Envirogreen is providing transportation services
  - Ensure sub-contractors are adhering to Envirogreen H&S protocol and are representing the company well
  - Liaise with client on site representative and/or environmental consultant
  - Problem solve when onsite issues come up, provide client with solutions
  - Communicate safety concerns, policy changes, expectations to sub-contractors

## **Regulatory Assistance**

- Assist Envirogreen regulatory group with the following duties as required:
  - Review analytical information as it pertains to waste approval
  - Grab samples on client sites as required and liaison with laboratory

## **Requirements**

- A College Diploma or equivalent is required
- A Diploma/Degree in Project Management is considered an asset
- Proficient use of office-based software including Microsoft Office Suite; upper-level MS Excel skills required
- Strong leadership, critical thinking, and problem-solving skills
- Ability to work independently
- Ability to manage multiple projects simultaneously
- Collaborate with internal teams (i.e. business development, regulatory and operations)



- Efficient time management
- Conflict resolution skills
- Broad understanding of Occupational Health and Safety rules and responsibilities.

### **What We Offer**

An annual salary of \$65,000.00 to \$80,000.00

ETL has a competitive total compensation plan including health benefit package, group retirement savings program, production bonuses, onsite and offsite training, and PPE allowance.

*(Please note, the wage range mentioned in this job posting should serve as a guide. The final compensation offered may vary based on a variety of factors including bonuses and/or incentives, or a candidate's skills and experience. Envirogreen Technologies Ltd. is committed to providing a fair, equitable, and competitive rewards package that reflects the value an individual brings to our organization.)*

Envirogreen Technologies Ltd. is an equal opportunity employer, and we do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status.

Qualified applicants to send resume to Envirogreen Technologies Ltd. at:

[careers@envirogreentech.com](mailto:careers@envirogreentech.com) and visit [www.envirogreentech.com](http://www.envirogreentech.com) for more information about the company.