



Project Manager

As a Project Manager, you would be responsible for facilitating the success of analytical projects that meet client and regulatory needs. This position requires a hard-working, bright, customer-service oriented person with exceptional organizational and communication skills. Attention to detail and the ability to work in a fast-paced environment are crucial to success.

Job responsibilities include

- Daily phone and email communication with clients
- Daily reporting of analytical results (including review of analytical data and generation of detailed, reported narration) using LIMS software (Promium Element)
- Day-to-day communication with Analytical Groups
- Updates to CRM software (Infoflo)
- Support other Project Managers
- Responding to requests for bids
- Assisting with administrative duties as needed

Minimum Requirements:

- Minimum of a BS/BA degree in chemistry, environmental science, or a related scientific field
- Must demonstrate the ability to understand and explain (verbally and in writing) analytical knowledge
- Excellent computer skills
- Attention to detail
- The ability to work under pressure and multi-task
- Must show ability collaborate with colleagues and quickly problem solve
- Must be legally able to work in the U.S.

Ideal Candidate also has the following:

- 1 year of Project Management experience in an analytical laboratory setting
- 2 years of experience in an analytical chemistry laboratory, including a strong familiarity with EPA analytical methods
- Familiarity with NELAC laboratory quality requirements
- An understanding of the mining industry and environmental compliance and permitting issues

Position Details: This is a full-time, exempt (salaried) position with benefits