



PROJECT ADMINISTRATOR

Title: Project Administrator

Reports To: Due Diligence Program Manager

Position Responsibility: Assist ESE's environmental due diligence team with delivery of services to the marketplace in an organized and disciplined manner, striving to continuously improve in the areas of project delivery and administrative support.

Positions Duties:

- Assist in the delivery of professional consulting services offered by ESE Partners using ESE delivery systems and methodologies.
- Operate as one of the firm's administrative support staff with respect to the disciplines related to Environmental Due Diligence and Corrective Action.
- Assist in the completion of numerous project tasks simultaneously with potentially widely varying scopes of work.
- Assist technical staff with the preparation of Phase I and II Environmental Site Assessments through administrative support.
- Conduct research on a variety of environmental related topics.
- Deliver reports to clients through ESE's electronic delivery system.
- Set-up project files.
- Order support materials such as regulatory data and historical aerial photographs.
- Data entry using Microsoft Excel and ESE's ECO System™ – PM Tracker
- Manage subcontractor invoices.
- Develop Site Maps and other pertinent exhibits using Auto Cad, Arc GIS, and Log Plot.
- Develop and maintain professional relationships with vendors.
- Word Processing and Document Preparation using applications such as Microsoft Word, Project and Adobe Acrobat.

OPPORTUNITIES:

Our goal is to be recognized as the best environmental firm to work for in Texas. We are making major strides in that direction with an ever-increasing amount of flexibility, benefits, rewards, and opportunity for professional growth.

Bonus: Paid annually based on personal and company performance

Benefits: Health Insurance

Dental and Vision

401 K with employee match up to 4% of gross

120 Hours Personal Time Off

8 Statutory Holidays

Flex Work Schedule (9 hour work days Monday thru Thursday with 1/2 days on Friday)



PROJECT ADMINISTRATOR

(Cont.)

Education: Bachelors Degree preferred.

Licenses: NA

Certifications: NA

Experience: No experience necessary.

Note: This is not an offer of employment. This document is intended to clarify the needs and opportunities presented by ESE. The offer if presented, will be under separate cover.