

Project Coordinator

Company: We Remove All Trash Corporation

Description

A debris and trash removal corporation seeks a professional and dependable Administrative Assistant.

Successful candidates will have excellent organizational, analytical, presentation and communication skills. Main duties will include:

- Identify, develop, and implement best practices for managing waste materials
 - Analyze existing and new business opportunities for cost reductions, recycling, alternative use, and waste minimization.
 - Develop business models for existing and new business opportunities.
 - Handle transportation logistics for transporting waste in roll-offs and/or dump trailers.
 - Perform job walk-throughs and write bid proposals as necessary.
 - Perform inspections of collection areas to ensure environmental compliance.
 - Meet with Labor Leads to develop corrective action plans for improper waste management.
 - Ensure the proper packaging of waste into appropriate containers in a cost-effective manner
 - Work with hauling teams, landfills and sales representatives.
 - Support and manage non-routine events (turnarounds, remediation, demolition) generating waste.
 - Multi-task, work independently, and meet deadlines.
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- Define problems, collect data, organize data, establish facts and draw valid conclusions.
 - Support emergency activities as needed.
 - Conduct basic training for waste personnel.

Requirements

- BS, Environmental Science, Environmental Management, Chemistry or Biology Certified Hazardous Materials Manager (CHMM) or Certified Environmental Compliance Manager (CECM) a plus but not required
- Experience in the waste management industry.
- Strong Computer skills: Excel, Word, PowerPoint,
- Experience maintaining a safe work environment.
- Experience maintaining environmental compliance
- Experience with financial record keeping and invoicing
- Clear and efficient communicator, results oriented, flexible and adaptable.
- Need to be high energy, self motivated, and creative.

To apply please send resume to: gbarnard@weremovealltrash.com

We Remove All Trash Corporation is an Equal Employment Opportunity Employer and does not discriminate against any applicant on the basis of race, color, religion, national origin, age, gender, marital status, disability, sexual orientation, military/veteran status, or any other status protected by Federal or State law or local ordinance.