

Assistant Project Coordinator

EcoAnalysts is currently searching for individuals who love working in a fast-paced and dynamic work environment. If the idea of using your knowledge and experience to help people make highly informed decisions regarding the condition and stewardship of our natural resources appeals to you, then we encourage you to explore the information in this listing and throughout our web site and consider pursuing a position with us.

Location: Moscow, Idaho

Hours: Full Time 40 hours per week.

Pay: \$13-16 per hour (DOE)

Responsibilities

The major responsibilities of the Assistant Project Coordinator are to provide logistical, administrative, and technical support to Moscow Laboratory Operations and the Project Coordinator. This position will report directly to the current Project Coordinator. A successful candidate would be required to participate in logistical planning, scheduling, project coordination, shipping and receiving, data and sample management, and following rigorous processes as set forth by the operations team. Additional responsibilities include:

- Help maintain a detailed project schedule which includes administrative tasks.
- Track project changes and updates as informed by the Operations and Sales Teams.
- Coordinate meetings and conference calls, and assist in preparation of meeting minutes, presentation, and other documents as needed.
- Ensure coordination of internal data submissions.
- File all project documents (electronically and hard-file).
- Document all processes and information as required by any specific task.
- Assist in data compilation through Excel, and EcoAnalysts internal LIMS programs.
- Compile digital reference collections and maintain an online database.
- Follow explicit operating procedures.
- Any other duties and special projects as the Project Coordinator designates.

Qualifications

The successful candidate will have a strong work ethic, enjoy cooperating with people, work well in a small team environment, and meet deadlines. We provide on-the-job training, so experience is desired but not required. Minimum qualifications are:

- Experience with Project Coordination or other logistical planning that shows ability to maintain and track projects.
- Have a high organizational skillset.
- Proficient with Excel, and other Microsoft Office programs.
- Ability to work quickly, efficiently, and often independently.
- Possess an intense attention to detail, and able to maintain focus under deadline pressures.

Anticipated start date: ASAP

Application: Please email or mail a cover letter and complete resume to:

Human Resources Department
EcoAnalysts, Inc.
1420 S. Blaine Street, Ste 14 Moscow, Idaho 83843
email: humanresources@ecoanalysts.com
No phone calls please.