



**Position:** Assistant to the Chief Technical Officer

**Company:** EHS Support, Inc.

**Experience:** 2 - 5 years Environmental Consulting

**Hours:** Full Time

**Compensation:** Competitive Salary and Benefits

**Location:** Home Office

**Apply to:** [ehssupport@ehs-support.com](mailto:ehssupport@ehs-support.com)

### **About EHS Support, Inc.**

EHS Support, Inc (EHS Support) is a Pittsburgh, Pennsylvania based business with 33 satellite offices located throughout the United States. Our employees follow a culture of taking pride in their work, fostering teamwork, and having fun.

We are a fast-growing company looking for top performing employees who are experts in their fields. We provide environmental health and safety solutions to organizations that need assistance with:

- Compliance Assurance
- Environmental Permitting
- Environmental Risk Management
- Environmental Sustainability
- Environmental Management and Training
- Remediation Services
- Health and Safety Support
- SEC Reporting Estimates
- Mergers, Acquisitions, and Divestitures
- Investigation and Remediation Activities
- PRP Project Management
- PRP Multiparty Coordination
- Environmental Related Negotiation Facilitation
- Environmental Financial Cost Estimating

### **Job Description**

This position will support the Chief Technical Officer (CTO) both technically and administratively. The appropriate candidate will assist the CTO in large scale project budgets, strategic planning developing goals for large scale projects, developing and reviewing client reports, and preparing presentations. This candidate will also manage the CTOs schedule and travel, record and manage meeting minutes, manage CTO correspondence, prepare expense reports, and create and maintain a filing system.

This is a unique position for a candidate to learn and grow their career from working directly with the CTO. They will gain knowledge of the industry and hone their technical skills.

Typical job responsibilities would include, but not be limited to:

- Project management
- Costing and budgeting for projects
- Presenting in meetings, seminars, etc.
- Developing large scale project goals and road maps to get to those goals
- Writing and developing reports, letters, memos
- Traveling 50%+ domestically and internationally
- Preparing, editing, and formatting documents

- Arranging travel and accommodations
- Checking e-mail, drafting responses, organizing inbox
- Organizing and maintaining files

### **Candidate Requirements**

Candidate experience should range from two to five years of environmental consulting and administrative project management.

All candidates must have a minimum of a B.S. degree in a related discipline (Environmental Science, Environmental Engineering, Environmental Resource Management, or similar) with a solid foundation in technical areas, specifically:

- Chemistry
- Petroleum works

Specific requirements for this position include:

- Excellent writing skills (writing sample exercises will be required at time of interview)
- Superior organizational and planning skills
- Superior communication skills
- Patient
- Outgoing
- Proficiency in Microsoft Office Suite

EHS Support expects all candidates to have:

- Strong interpersonal skills; established reputation with potential clients a plus.
- Effective written/verbal communication and organization/analytical skills; experience recording/writing detailed technical data and reports a plus.
- Ability to multi-task, maintain flexibility, travel, and work independently with minimal supervision.
- Proficiency with Microsoft Office products (primarily Word, Excel, PowerPoint, and Access) at an advanced level.
- Strong writing skills are required and writing samples will be requested from qualified candidates.

If hired, the applicant should expect the potential for short-term and extended travel.

### **Benefits:**

EHS Support offers a competitive benefit package that includes healthcare coverage, life and disability insurance, flexible spending accounts, 401k, and financial advising.

### **Location:**

EHS Support employees have the benefit of working from home offices; any US location is acceptable. Employees are provided with basic office setup and supplies.

**How to Apply:**

Send resume, cover letter, and salary requirements to [ehssupport@ehs-support.com](mailto:ehssupport@ehs-support.com).