



ECO-RESOURCE CONSULTING, INC

Project Managers: Seize the day!

At Eco-Resource Consulting, Inc. (ERC) we make a difference through awesome project delivery! If you are a difference-making Natural Resource Project Manager who is ready to take your career to the next level, ERC wants you!

Why ERC?

- Our work matters
- Exceptional staff support
- Customer service culture
- Professional development
- Flexible work environment
- Great benefits

Eco-Resource Consulting, Inc. (ERC) is seeking a Project Manager for our Stoughton, WI office to implement project work in the ecological consulting and ecological restoration management fields. Become part of ERC's talented team of professionals providing advanced ecological restoration and consulting services throughout Wisconsin, Michigan, Illinois, and the greater Midwest. ERC serves leading energy, government, institutional, corporate, and private clients from throughout the region. We help clients by conducting resource inventories and assessments, assisting with regulatory compliance, monitoring construction, and completing on the ground restoration and land management. **With your help, we can do more!** ERC is poised to grow. We need passionate project managers to help us. Our talented staff will help you exceed client expectations and deliver outstanding results, every time. At ERC, we know great compensation and benefits like flexible work scheduling, health, vision and dental insurance, Simple IRA, training, and generous personal leave matter. So, we offer that, and more... **This is your chance** to advance your career, join leaders in the field, and make a difference with a growing company. **Join ERC Today!**

Required Skills and Experience:

ERC project managers possess excellent customer service, technical, and communication skills. Demonstrated ecological expertise, sustained client relationships, project management experience, and leadership abilities are essential.

Successful applicants will possess the following skills:

- Strong written and oral communication skills and interpersonal skills.
- A minimum of a bachelor's degree in natural resources or biological sciences.
- A minimum of five years of experience working in natural resource management.

- Ability to conduct and direct biological field work with minimal supervision.
- Ability to manage budgets and schedules.
- Ability to interact in the field with clients, agency staff, and contractors.
- A working knowledge of business development, marketing, and client acquisition.

Primary Duties and Responsibilities of an ERC Project Manager:

Planning

- Ability to write a proposal defining the scope of the project and include all relevant tasks.
- Determine the resources (time, materials, equipment, etc.) required to complete the project.
- Develop a schedule for project completion that effectively allocates the resources to the tasks.

Staffing

- Select staff with appropriate skills for the project activities.
- Contract qualified subcontractors to work on the project as appropriate.

Implementation

- Execute the project according to the project plan and document the work as you proceed.
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets ERC standards.

Monitoring

- Monitor the project progress for internal management as needed.
- Communicate with clients as required.
- Budget and invoice management.

Reporting

- Ensure that the project deliverables are on time, within budget, and at the required level of quality.
- Write a final report for client summarizing goals and results of project.

Requirements

- Valid Driver's License
- Proficient with MS Word, Excel, and Outlook

Benefits and Compensation

Pay will be hourly TBD based on experience and qualifications. Benefits will include a company vehicle for out-of-office work, laptop, gas card, company credit card, and cell phone.

ERC practices equal opportunity employment. Based on this practice, recruitment, hiring, advancements, transfers, training, compensation, benefits, and other employee relationships are carried out regardless of race, creed, color, gender, religion, age, handicap, national origin, or disabled Vietnam Veteran Status.

Please contact Clay Frazer at cfrazer@eco-resource.net for more information and for resume submittal.