

WE'RE HIRING

Would you like to be part of a team of talented professionals who work together to make a positive difference? Then Ecofish wants to hear from you!

We are looking for a **Project Coordinator/Scheduler** to join our team of experienced and skilled professionals. We provide a safe, supportive and engaging culture that is based on innovation, collaboration, integrity, with the opportunity to apply new technology, gain analytical skills, and realized your career potential. Our compensation plan is competitive and there are great opportunities for growth and advancement through mentorship, training, and other professional development opportunities.

The successful candidate will be welcomed into an exceptional team of professionals dedicated to science-based, ethical environmental consulting, collaborating on fascinating and challenging assignments. This role will be responsible for optimizing companywide resource schedules based on changing work requirements and priorities in real-time.

QUALIFICATIONS AND SKILLS:

If you have the following qualifications and are looking for an exciting and challenging opportunity, we would like to hear from you.

- A university degree or college diploma in a relevant field.
- At least 2 years' of previous scheduling/planning or relevant experience.
- Experience planning, coordinating, and maintaining integrated project and resource schedules.



- Ability to identify and troubleshoot conflicts in scheduling and communicate changes.
- Conduct schedule analysis to identify resource risks and opportunities.
- Effective time management, organizational, communication and inter-personal skills.
- Expert in Microsoft products including Excel and Word.
- Experience in MS Project an asset.
- Experience with project management and scheduling software is an asset.
- Ability to multi-task with a strong sense of urgency in a fast paced project environment.
- Strong attention to detail and a commitment to quality, excellence, and ethics.
- Ability to work both independently and as part of a multi-disciplinary team.

Apply Now!

Interested applicants can send a resume and cover letter that clearly identifies their experience as well as three references to hr@ecofishresearch.com. **Applications will be accepted until April 26th.** Only those applicants that are selected for an interview will be contacted. No phone calls please.

