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# Example of Environmental Associate Job Description

Our innovative and growing company is looking for an environmental associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for environmental associate

* The entry level position entails the review and assessment of Superfund analytical data, report generation and daily interaction with the EPA regions and commercial laboratories to provide issue resolution, reporting and customer service
* Willingness to travel to client or job site locations is expected
* Assist in preparation of technical specifications, design remedial systems, and develop remedial actions to address risks to soil and groundwater
* 4-year degree in Environmental or Civil Engineering, or related field (such as chemical engineering, geology, environmental science, ), and 0 to 3 years of related work experience
* Engineer in Training (EIT) Certificate (or relevant licensee) is preferred
* Graduate degree is preferred but not required
* Experience with munitions response projects or geophysics is a plus
* Proficient in MS Word, Excel and PowerPoint and AutoCAD experience a plus
* OSHA HAZWOPER 40-hour training and 8 hours’ supervisor training is a plus
* Performs engineering tasks and particularly important engineering work efficiently and accurately

## Qualifications for environmental associate

* A strong writer with an ability to explain complex material simply, recognize the story behind the facts, and deliver it in a compelling manner
* Degree or graduate diploma in journalism, public relations and/or communications
* Understanding of and keen interest in the environment
* Ability to navigate internal processes and procedures against tight timelines
* Our clients include cities, counties, state and federal agencies, and the private sector, and the documents we prepare help those entities make decisions about projects
* Must be able to work effectively with multiple departments, and multiple levels of service