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# Example of Environmental Coordinator Job Description

Our innovative and growing company is searching for experienced candidates for the position of environmental coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for environmental coordinator

* Make sure that industrial operations are regulated as per the state and local changing conditions
* Responds to unforeseen environmental issues not covered by existing regulations or standards
* Coordination and logistical support for various sized environmental projects, mainly for the infrastructure, mining, and oil and gas industries
* Assistance in preparing environmental permit applications
* Assisting in preparing and tracking budgets and schedules
* Facilitating invoicing, contract management and working with sub-contractors
* Document management and document control
* Working with multi-disciplinary teams to support baseline data and sample collection programs and impact analysis
* Preparing and managing safety documentation for operational projects
* Project status reporting to the project manager and client

## Qualifications for environmental coordinator

* Must be able to complete tasks on-time
* Ability to manage several competing and unrelated tasks
* Competent with Microsoft Office Suite applications and familiar with databases
* Must have a bachelor's degree in environmental health, environmental engineering, environmental studies, or another related field is required for this job
* Must have previous experience as an environmental coordinator
* Must be organized and pay close attention to detail, work effectively in a team setting and on their own with minimal supervision