



Example of Environmental Analyst Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position of environmental analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for environmental analyst

- Function as Texas State Air Lead and submit all required air reports
- Prioritize own work and independently seek out relevant information
- Review, proofread, and amend project materials (documents, charts, graphic displays, and tables) to ensure information is grammatically and factually correct
- Establish and maintain electronic project files
- Support Corporate Environmental Affairs in developing and communicating measurable goals for improving environmental performance on an annual basis
- Support governance of TimkenSteel's environmental protocols outlined in the Company's ISO standards
- Assist with completion of annual environmental audit of the plant's ISO and/or other Environmental Management System (EMS) where ISO is not employed
- Complete more frequent, monthly at a minimum, targeted assessments
- Assist with preparation and on-time delivery of EPA compliance reports for Air, Water, RCRA, SARA
- Detect and solve environmental problems that can affect the safety and natural integrity of air, water and land

Qualifications for environmental analyst

- Bachelor Degree in Business, Accounting, Supply Chain or equivalent

- Working understanding SAP systems applications/modules, demonstrated supplier/vendor invoice billing and reconciliation experience
- Demonstrated working knowledge of PC applications specifically excel, word, PowerPoint and Access
- Bachelor Degree in Business, Accounting, Information Management, Supply Chain or equivalent business experience
- Complete understanding and demonstrated use of various SAP modules, techniques and processes