



Example of Environmental Analyst Job Description

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Our innovative and growing company is hiring for an environmental analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for environmental analyst

- Daily laboratory upkeep and maintenance
- Packaging and sending samples to contract laboratories
- Participate in writing and reviewing basic lab procedures
- Provide oversight and management for the TEH™ data
- Provide information/reports for the AFMSA to use in developing and documenting TEH™ DOTMLPF-P TEH™ prototypes, proofs of concepts, Strategic Plan, system requirements, Techniques and Procedures
- Capture requirements for implementation of TEH™ across AFMS
- Contribute to technical studies, analyses and evaluations of technical mission needs
- Conduct technical studies, analyses and evaluations to improve organizational knowledge of DOTMLPF status and gaps
- Maintain an extensive working relationship among various representatives of the Occupational and Environmental, AF Medical Community
- Determining the most effective solutions to project requirements and establishing priorities and timeframes for projects and other relevant tasks

Qualifications for environmental analyst

- Demonstrated understanding of waste profile information utilizing shipping papers such as Bill of Ladings, Manifests, to properly classify and enter waste accounting information, USEPA/NJDEP recycling tonnage reporting and

- Proficiency with the Microsoft Office suite (Word, Excel, PowerPoint and Outlook) is required
- Detail oriented individual with proven ability to prioritize and complete multiple projects concurrently and within projected deadlines
- General understanding of the principles and practices of the environmental consulting industry, including CEQA and/or NEPA and their processing requirements
- Thorough knowledge of and demonstrated facility with written and verbal business English, spelling, grammar, and vocabulary
- Professional appearance and demeanor, and an ability to handle assignments, confidential information, with professionalism, tact, and discretion