

## Down to Earth Biology

Since we started EDI 26 years ago, our people have defined our culture and have been instrumental in our success. As we continue to grow, we look for team members who want to grow their careers and make a difference by working with in a collaborative environment. Our culture focuses on quality, support, mentoring, teamwork, positive attitudes, and flexibility to “do it right” for our clients. We promote innovation at all levels. Our members are self-motivated, enthusiastic for continual improvement and strong communicators. Through relationships built among team members, we realize that EDI is not just a company, it is our company.

EDI is seeking an experienced and dependable individual for Project Administrator role who is available to start immediately to coordinate project activities. The ideal candidate will efficiently execute tasks with a high level of accuracy and will have the ability to work both independently and as a member of the team.

### The successful candidate will be responsible for following:

- Support regional project management team through all phases of projects
- Communicate relevant information to project team
- Inputting project information in the time & billing software
- Monitor/maintain tracking tools to provide effective reporting
- Enter expenses and other data entry
- Support invoice generation in a timely manner
- Orientation of new team members ensuring alignment with company policies
- Coordination of travel needs
- Coordination of information internally and with other EDI branch locations and organizations
- Maintain accurate information filing systems

### Job Requirements:

- Strong organization skills
- High attention to detail
- Effective communications skills
- Adapt and demonstrate flexibility and cultural awareness
- Strong interpersonal skills
- Proficient in Microsoft Office
- Manage a substantial workload and prioritize tasks
- Work independently and take initiative

### Application deadline – July 30, 2021

*At EDI, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, veteran status, and any other characteristic protected by applicable law. EDI believes that diversity and inclusion among our teammates is critical to our success as a growing environmental company, and we seek to recruit, develop and retain talented people from a diverse candidate pool.*

*If you are ready for new challenges and a rewarding career experience, please email your resume and cover letter in confidence to: [employment@edynamics.com](mailto:employment@edynamics.com) with **EDI2021-016** in the subject line. Only candidates requested for personal interviews will be contacted.*