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| Job Title: | Project Assistant | Education: | * Bachelor’s degree
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| Department/Group: | IH&S and EES | Job Code/ Req#: | N/A |
| Location: | Any Office | Travel Required: | Local in southern California |
| Level/Salary Range: | Entry Level - $18 - $20/hour | Position Type: | Full-Time |
| Applications Accepted By: |
| E-mail: smateik@citadelehs.com |
| Job Description |
| Citadel EHS, Inc. seeks a part-time Project Assistant (PA) to provide administrative and technical support to our departments and consulting teams. The ideal candidate will possess a background, either through education or experience, in industrial hygiene, safety, environmental science, and/or environmental engineering. The PA role provides broad exposure to opportunities and projects throughout Citadel and presents a wonderful opportunity for those who may be exploring a career in EHS.Responsibilities:* Administers Citadel’s accounting system to help set up and track opportunities, proposals, projects, and invoices
* Supports Citadel Project Managers and consulting staff to help complete projects
* Coordinates with analytical laboratories and vendors
* Supports departments by maintaining supplies and equipment
* Supports new business prospecting and lead generation
* Supports proposal development by performing cost-estimating, and technical research
* Supports report preparation by performing data entry, and utilizing report templates
* Conducts some field work, usually in a support role

Skills/Qualifications:* College Degree
* MS Office, Outlook, Word and Excel skills
* Strong written and interpersonal communication skills
* Well-developed time management and organizational skills, with a strict attention to detail
* Basic understanding of math and scientific concepts
* Able to balance multiple priorities with competing deadlines and stakeholders to achieve team success

**About Citadel EHS**Citadel EHS is an employee-owned, Environmental Health, Safety, and Sustainable consulting firm, with four offices in Southern California. We offer a wide range of services to help solve client challenges, achieve regulatory compliance, and improve their EHS performance. For more information on our services, visit: <https://citadelehs.com/our-expertise/>Citadel EHS is an equal opportunity employer in business since 1993. Citadel has been recognized by the Los Angeles Business Journal as one of the Best Businesses to work for in Los Angeles County. We offer an excellent compensation and benefit package with long-term growth potential.  |