

## JOB DESCRIPTION

### ENVIRONMENTAL CONSULTANT

#### Project Skills

- Have Bachelor/Masters experience in environmental site assessment, environmental management, environmental impact assessment, environmental monitoring or environmental engineering.
- May also experience in a range of projects such as Phase 1/Phase 2 land quality assessments, due diligence auditing, compliance auditing and environmental impact assessment and associated projects
- Assist members of staff with data collection, project research and data review as directed
- Researching previous investigations of a site to provide information to clients considering purchase; and possibly undertaking field work to identify previous activities on the site and any contamination.
- Conducting site walkovers for desk studies and site reconnaissance purposes as required by specific projects and as directed
- Conducting field surveys: collecting data to establish a baseline condition for levels of pollution or contamination for a site or area of consideration;
- Supervise Contractors employed by the Company
- interpreting data: this can include detailed assessment of data, often using software-modelling packages to identify whether 'contamination' exists in accordance with current legislation;
- Development of conceptual models: this involves identification and consideration of the potential contaminant sources, critical pathways and receptors that could potentially have an adverse impact on the immediate and wider environment;
- Managing legislative issues for clients and maintaining an awareness of how legislation impacts projects;
- Report writing: completion of detailed scientific reporting, written in a manner that can be understood by non-technical people;
- Complete draft phase 1 type reports/sections of reports as required in English and Thai
- Translate documents from Thai to English and English to Thai
- Prepare other documents in Thai and English
- Production of figures site plans as required for final production of reports etc as directed
- Assist in production printing and binding of reports
- Order information as required and directed by members of staff
- Procure contractors, laboratories, sub consultants and suppliers as necessary
- Draft fee proposals/sections of fee proposals for new projects taking into account the fee structure of the company
- Project manage small projects
- Draft invoices where project manager
- Generally assisting colleagues in the office and out on site on an as required basis.

#### Business Development

- Assist in building and maintain good relations with clients, contractors and sub consultants.
- Communicate with clients, regulators and sub-contractors e.g. analytical laboratories as requested by your Director

#### Office/General

- Assist in the running of the office – answering the phone, filing, binding, photocopying, ordering stationary, arranging travel & accommodation, organising messengers etc.

These duties and responsibilities may be amended from time to time at the sole discretion of the Company. For more information on our company visit [www.slpenvironmental.com](http://www.slpenvironmental.com). To apply for this position do so in English only and send CV and covering letter to [info@slpenvironmental.com](mailto:info@slpenvironmental.com)