

Job Advertisement

Environmental Resources Management Group, Inc.

Staff Environmental Scientist (Entry Level)

Calgary

ERM is seeking a motivated **Staff Environmental Scientist**, who is interested in supporting on a variety of projects covering the full spectrum of ERMs services, as part of our growing team in **Calgary, AB**. In this role you will work closely with Project Managers on both field-based and desk-based assignments

We are seeking an organized, hands-on professional with self-initiative, positive team attitude, attention to detail and technical quality to support our local staff. This is an excellent career opportunity to work with an expert consulting team on challenging environmental projects for large global clients in the Energy sector.

RESPONSIBILITIES:

- Conduct fieldwork, including archaeology, terrestrial ecology and wildlife surveys.
- Provide high-quality project support while successfully juggling multiple deadline-driven tasks.
- Provide technical assistance on environmental assessments, permitting and regulatory compliance reporting, EHS compliance, site investigation and remediation, and due diligence transaction projects.
- Conduct research, compile and evaluate data and assist in report preparation.
- Assist in the production of technical documents, reports, proposals, and presentations, including word processing, formatting, proofreading, and production.
- Assist with the administration of sub-contractors including liaising with project managers, reviewing contract documentation and invoices.
- Assist with the development and implementation of event plans as required to support project development (i.e. open houses, community outreach activities, participation in conferences, etc.)
- Enter communication and/or engagement records into StakeTracker or other stakeholder engagement software.
- Begin to develop client relationships by interacting with clients at job sites and supporting the Project Manager with general client management.
- Provide operational support to the Calgary office including health and safety planning for the field and office, safety orientations for visitors/field staff, field equipment management and other duties as needed.
- Complete work assignments on time and in accordance with ERMs format and quality standards.
- Participate on teams consisting of multi-disciplinary impact assessment professionals from multiple offices around Canada and the global ERM organization.

REQUIREMENTS:

- Degree in environmental sciences, engineering or related field.
- Recent graduate to 2 years of relevant environmental experience or professional internships.

- Excellent written/verbal communication and organization/analytical skills; experience recording/writing detailed technical data and reports a plus.
- Strong computer skills, including MS Office (Word, Excel, PowerPoint, Outlook, and Internet).
- Strong hands-on spreadsheet and database comprehension.
- Detail-oriented with a strong work ethic.
- Proactive, results- and team-oriented attitude.
- Effective interpersonal skills with a customer service focus.
- Ability to multi-task and work independently with minimal supervision in a deadline driven environment.
- Mature judgement and capacity to work collaboratively with others in a team setting.
- Must be flexible and able to work overtime when necessary.
- Strong commitment to safety culture and demonstrated ability to follow health and safety procedures.
- Valid drivers license and good driving record.
- Willingness and ability to travel for field work with overnight stays possible.
- Ability to pass pre-hire background check.
- Local candidates preferred.
- Additional language capabilities (e.g., French, Spanish) an asset.

Who We Are:

As the worlds leading sustainability consulting firm, ERM is uniquely positioned to contribute to the environment and society through the expertise and energy of our employees worldwide. Sustainability is what we do, and is at the heart of both our service offerings and how we operate our business. ERM and our partners are driven by a dynamic vision: By 2021 we will be the clear leader in our chosen markets, we will double in value and we will deliver on our promises to our clients, our people and our investors. For our people, our vision means attracting, inspiring, developing and rewarding our people to work with the best clients and on the biggest challenges, thus creating valuable careers. We achieve our vision in a sustainable manner by maintaining and living our ERM values that include Accountability, Caring for our People, Client Focus, Collaboration, Empowerment, and Transparency.

Please submit your resume and brief cover letter. Qualified candidates will be contacted by email, and requested to complete a video questionnaire. Based on review of these responses, shortlisted candidates will be invited for interviews.

ERM welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

ERM is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, or status as a qualified individual with disability.

ERM does not accept recruiting agency resumes. Please do not forward resumes to our jobs alias, ERM employees or any other company location. ERM is not responsible for any fees related to unsolicited resumes.

Thank you for your interest in ERM!

Citation

Environmental Resources Management Group, Inc. "Staff Environmental Scientist (Entry Level)" Workday, erm.wd3.myworkdayjobs.com/en-US/ERM_Careers/job/Calgary-Canada/Staff-Environmental-Scientist--Entry-Level-_R00006579.

Jiajie Xu
PH9 – 695 Academy Way
Kelowna, BC V1V 3A4
Cell: 416-824-4182
Email: jiajie.xu@hotmail.com

August 12, 2020

Linda Anzi, Regional Talent Acquisition Director
ERM
700 2nd Street SW, Suite 2250
Calgary, AB T2P 2W1

Dear Ms. Anzi,

The posted job advertisement “Staff Environmental Scientist (Entry Level)” did provided a precious opportunity to me as a scholar of environmental science. Please kindly consider my application to this position from ERM.

I am currently a bachelor student enrolling in Earth and Environmental Science major at University of British Columbia and will be graduated in summer 2021. I am passionate about environmental science and seeking dedicated to this field. having studied in Centennial College, I have gained theoretical and practical skills on environmental technology. In addition, I have one year full-time working experience as a field/lab technician in Geo-consulting industry. All these make me be more mature and handier when performing on position.

I am a highly self-motivated person and always work proactively. I believed that focus is the key to one’s success. So, I pay full attention on my task no matter at work or study. When encountering unexpected situations, I can often come up with solutions to problems independently, and exercise resources flexibly, in order to guarantee the project being completed smoothly.

To become an environmental scientist is one of my goal in the near future. It would be my pleasure to join ERM and proceed with my goal as one of your members. Please see the enclosed resume for much detailed background information about me and feel free to contact me for any further discussion and scheduling an interview.

Sincerely,



Jiajie Xu

Jiajie Xu

PH9 – 695 Academy Way
Kelowna, BC V1V 3A4

(416) 824-4182
jiajie.xu@hotmail.com

OBJECTIVE:

Seeking a full-time in training position related to Geo-Environmental Science

HIGHLIGHTS OF QUALIFICATIONS:

- ArcGIS analysing skill for geographic information
- Auto CAD graphing skill for 2-Dimension mechanical and architectural drawing
- HEC-RAS modeling for the hydraulics of water flow through natural rivers and other channels
- Practical skills on Natural Channel Design by using software
- Certificated in SOLIDWORKS – ASSOCIATE Mechanical Design
- Certified in C level CPR License
- Field work experience with technical knowledge related to Ecology and Restoration for habitat and water assessment in river, lake, forest, and wetland evaluation as well as classification

WORK EXPERIENCE:

Field/Lab Technician

June 2015 - July 2016

GeoPro Consulting Ltd., Toronto, ON, Canada

- Supervised Geo/Environmental drilling and inspecting soil and groundwater condition including on field soil sample identification and borehole log recording
- Supervised test pits excavation for geotechnical, environmental and civil engineering purpose including soil sampling, soil condition inspecting and footings exploring
- Performed topographic survey and slope measurement for geotechnical purpose by using total station and level
- Performed water sampling and groundwater level measurement through monitoring well
- Performed onsite inspection including excavating and backfilling inspection for the soil subgrade of construction area
- Performed onsite soil subgrade, granular base/sub-base and asphalt compaction test and material sampling
- Performed proof rolling inspection for soil subgrade and granular base/sub-base
- Performed concrete testing including slump/slump flow and air meter test with concrete cylinder casting
- Supervised and performed soil sample lab testing including grain size (hydrometer and sieve test) test, moisture content analysis, proctor compaction test and atterberg limits test
- Conducted lab data inputting and report/graph adjusting and outputting
- Performed traffic control in construction area

Assistant

August 2016 – April 2019

KVN Auto Services, Markham, ON, Canada

- Design and edit administrative procedures based on business needs and requests of management staff
- Create and input clients' information to office system according to administrative procedures
- Plan mechanics' schedules and arrange mechanics to designated clients in order to ensure that works are reasonably allocated

ESSENTIAL SKILLS:

- Strong analytical and field/lab practical skills
- Creative thinking and problem-solving skills
- Fast learning and adapting promptly to changes
- Languages: English and Chinese

Jiajie Xu

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(416) 824-4182
jiajie.xu@hotmail.com

EDUCATION:

Earth and Environmental Science – Bachelor of Science
University of British Columbia, Kelowna, BC, Canada

September 2019 - Present

Relevant courses:

- Limnology
- Fluvial Geomorphology
- Soil Science
- Geospatial Information Science
- Oceanography
- Stratigraphy and Sedimentology

Academic Projects:

- Conducted physical, chemical, and biological analysis and report writing for limnological study on Bever Lake in Okanagan Valley
- Performed hydraulic flow modeling by HEC-RAS and researching on Creighton Creek in Okanagan Valley
- Performed summary statistics, digital terrain analysis, spatial pattern analysis, geostatistics and interpolation by ArcGIS

Environmental Protection Technology - Advanced Diploma Program
Centennial College, Toronto, ON, Canada

June 2015

Relevant courses:

- Applied Environmental Microbiology & Analysis
- Ecology and Bioregionalism
- Analytical Chemistry
- Biochemical Analysis
- Environmental Audits, Sampling and Data Management
- Topographic Surveying and Soils and Groundwater

Academic Projects:

- Conducted lab experiments/fieldwork in different courses in environmental field including the study and the related skills of chemical, biological and physical properties of objects
- Performed ecological site assessment and analysis in river, wetland, forest and park within GTA area
- Determined the identification of an unknown microorganism by utilizing micro-bio lab skills
- Utilized GPS and topographic surveying equipment to determine the onsite elevation, area, information of total station, angles and bearings, contour plans, different in elevation and volume computations
- Conducted Phase I environmental site assessment including the site visit, interview and report writing

Bachelor of Mechanical Engineering

Guangzhou College of South China University of Technology, Guangzhou, China

June 2011

Academic Projects:

- Performed practical skills training in workshop for manufacturing relevant to mechanical engineering
- Performed PLC programming for semi-automatic milling machine and the circuit diagram design

REFERENCES:

Available upon Request

Jiajie Xu
PH9 – 695 Academy Way
Kelowna, BC V1V 3A4

August 12, 2020

Carol Preston, Professor
Professor at Centennial College
755 Morningside Ave
Scarborough, ON M1C 4Z4

Dear Professor Preston,

I hope you doing everything well. It has been a long time since last time we met at the graduation ceremony. It is my pleasure to study those biological and microbiological knowledge in your courses. I still remember those unforgettable scenes from your lecture, which keep inspiring me on my way of seeking knowledge.

I am recently enrolling in Earth and Environmental program at UBC, which will graduate in the next summer. As one who dedicated in this field, I am currently applying an entry-level environmental scientist position and would like to ask for your permission to have you being listed on my reference. This is a precious opportunity for me, and it will be a great help to have your recommendation for applying this position.

Please feel free to let me know if you are available for the assist. I am looking forward to having your decision and you can email me anytime at jiajie.xu@hotmail.com.

Sincerely,



Jiajie Xu

Jiajie Xu
PH9 – 695 Academy Way
Kelowna, BC V1V 3A4

August 12, 2020

Bernard Bauer, Professor
University of British Columbia, Okanagan Campus
3187 University Way
Kelowna, BC Canada V1V 1V7

Dear Dr. Bauer,

Wish everything goes well in such a special period. It is of great impressive to have myself in your class to learn those knowledges from geomorphology and fluvial geomorphology. You make those complicated theories much straight forward and understandable in your lecture. I enjoyed studying them a lot and getting interested in them.

I am planning to graduate in the next summer. As one who dedicated in science, I am currently applying an entry-level environmental scientist position and would like to ask for your permission to have you being listed on my reference. This is a precious opportunity for me, and it will be a great help to have your recommendation for applying this position.

Please feel free to let me know if you are available for the assist. I am looking forward to having your decision and you can email me anytime at jiajie.xu@hotmail.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jiajie Xu', with a stylized, cursive script.

Jiajie Xu

Jiajie Xu
PH9 – 695 Academy Way
Kelowna, BC V1V 3A4

August 12, 2020

David Scott, Associate Professor
University of British Columbia, Okanagan Campus
3187 University Way
Kelowna, BC Canada V1V 1V7

Dear Dr. Scott,

Wish you doing well in such a special period. It is my pleasure to be one of your class to learn about soil science. Your lecture is so interesting and with a wealth of knowledge, which benefits me a lot more than just completing a course but being moved by your attitude on academic researching.

I am planning to graduate in the next summer. As one who dedicated in science, I am currently applying an entry-level environmental scientist position and would like to ask for your permission to have you being listed on my reference. This is a precious opportunity for me, and it will be a great help to have your recommendation for applying this position.

Please feel free to let me know if you are available for the assist. I am looking forward to having your decision and you can email me anytime at jiajie.xu@hotmail.com.

Sincerely,



Jiajie Xu