



# GLOBAL ENVIRONMENTAL NETWORK, INC.

ENVIRONMENTAL, SAFETY, HEALTH, & CONSTRUCTION ENGINEERING

A Certified CA SBE/DVBE # 24765 • License No. 878478-A/Haz • [www.SafetyGENI.com](http://www.SafetyGENI.com) • [GENI@SafetyGENI.com](mailto:GENI@SafetyGENI.com)

P.O. Box 8068 Fountain Valley, CA 92728 • Phone: 714-479-1199 • Fax: 714-479-0809

**Santa Ana, CA | Oakland, CA | Guam/Marianas**

**Global Environmental Network, Inc. (GENI®)** offers environmental, safety & construction engineering services that meet Federal and State regulatory requirements. This position is an excellent opportunity for a self-motivated and results oriented professional.

## **Job Title: Stormwater Coordinator / Contracts Assistant**

### **Job Summary:**

Global Environmental Network, Inc. is seeking a self motivated, enthusiastic individual for a Storm Water Coordinator/Contracts Assistant position.

### **Essential Duties and Responsibilities:**

- ❖ Coordinate with inspectors and manage inspection schedule to ensure compliance
- ❖ Track and collect rainfall information (predictions and actual)
- ❖ Prepare rainfall/inspection reports and materials/kits
- ❖ QA/QC inspection paperwork, including identifying site issues needing follow-up
- ❖ Coordinate with construction team to ensure site issues are resolved promptly
- ❖ Assist in various environmental compliance tasks
- ❖ Provide general office support , including scanning, filing and submitting reports
- ❖ Track vehicle and equipment usage
- ❖ Identify solutions to daily problems
- ❖ Provide customer service, as needed
- ❖ Assist department manager in writing contract proposals
- ❖ Assemble proposal budgets and proposal packages for submission
- ❖ Develop and maintain proposal schedules and track and prepare reports of account activity and invoices

### **Successful Candidates Should Have:**

- ❖ 1+ years of related experience, preferred
- ❖ Expert at MS Outlook, Word, Excel, and internet skills required
- ❖ Very strong attention to detail
- ❖ Basic field and technical knowledge preferred (for dealing with field personnel)
- ❖ Willingness to learn and grow with a company
- ❖ Ability to multi-task
- ❖ Able to handle complex and multiple requirements to develop a comprehensive schedule
- ❖ Able to respond to after-hour issues as needed
- ❖ Strong customer service skills
- ❖ Excellent writing ability and sound judgment and prior experience in environmental policies is a plus