

## Join the GEO Morphix Team

We are professional earth scientists specializing in geomorphology and earth surface processes. GEO Morphix Ltd. focuses on river and shoreline restoration, erosion hazard delineation and mitigation, and projects that require an in-depth understanding of erosion, sedimentation and sediment transport. Our team of industry leaders provide observation-rich answers based on a balanced application of quality science and years of experience to achieve practical, implementable and acceptable solutions for all stakeholders. A successful project is one that meets or exceeds our client's objectives. GEO Morphix Ltd. has a rapidly growing list of both public and private sector clients. We are currently looking for a Proposal and Environmental Report Coordinator to join our young and dynamic team. Being part of the GEO Morphix team provides an opportunity to learn, connect your academic studies to your career, and make a positive impact on the environment.

While most of our team members are concentrated in southern Ontario, our hybrid office approach offers flexibility for staff working from home and extends our geographic presence across the market. GEO Morphix Ltd. implements a range of technology to maintain effective and collaborative workspaces across virtual environments, which limits the environmental and social effects of commuting, and ensures the success of our employees.



## POSITION DESCRIPTION

### Proposal and Environmental Report Coordinator (Campbellville, ON)

We are currently hiring a Proposal and Environmental Report Coordinator to join our dynamic team. The incumbent would provide support to our environmental studies and restoration design teams mainly through proposal preparation. Other opportunities include occasional field work support, technical report writing and the coordination of project work. In this role, the individual would work with staff on a range of earth and environmental science proposals and projects including geomorphological assessments, erosion and hazard studies, and river and shoreline restoration. Successful candidates will have strong organizational skills and exceptional writing skills and must be outcome-oriented.

#### *Responsibilities & Requirements*

- Review and analyze proposal requests to help prioritize the preparation of proposal documents
- Maintain a master proposal tracking database that records proposal submission status and results
- Coordinate with senior technical staff and subconsultants to compile corporate information, and write, edit and produce proposal submissions
- Provide technical support to staff for data analysis and report preparation for various projects
- Ability to balance the workload of multiple proposals/projects while maintaining attention to detail
- Exceptional inter-personal skills to work with our staff, clients, consulting partners, and permitting agencies



## Qualifications

- Diploma or degree in Environmental Science, Geomorphology, Physical Geography or Engineering
- Experience with scientific information analysis and interpretation, data management, and technical writing
- Experience in preparing proposal documentation, including technical work plans and budgets
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, Teams)
- Strong problem-solving and critical thinking skills
- Excellent written, verbal, and organizational skills
- Valid G Class driver's license

GEO Morphix understands the importance of employee well-being and job satisfaction. Productive and energized staff are the key to a successful company. In support of this goal GEO Morphix offers:

- A friendly and accepting work atmosphere. We are committed to workplace diversity, inclusion, and equal opportunity, and recognize the associated benefits of different perspectives.
- A competitive compensation package including comprehensive benefits
- The opportunity to participate in an employer sponsored Group Registered Retirement Savings Plan
- The opportunity to participate in a performance-based bonus program
- Fitness/Recreation wellness benefit
- Employee training and development initiatives and support for career advancement (through financial assistance and flexible scheduling)

GEO Morphix Ltd. is committed to workplace diversity, inclusion, equal opportunity, and to compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We are a science-based company that supports vaccination to mitigate the impacts of COVID-19 on GEO Morphix Ltd. staff, our families, and the greater community. Many of the tasks associated with the position requires working closely with others or requires access to offices and sites where vaccination is compulsory. Please note that GEO Morphix Ltd. has a policy, and it is a term of employment that we require disclosure and full vaccination of employees due to safety, with accommodations addressed based on the Ontario Human Rights Code. This policy is in keeping with our company's obligation to support regional, provincial, and federal mandates to protect our employees, colleagues, and clients.

Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements. Only local candidates will be considered.

Please send inquiries and resume to: [opportunities@geomorphix.com](mailto:opportunities@geomorphix.com)