



managing change
in a resource-constrained world
RECYCLE.COM

Job Opening – RRS

Job Title – Project Analyst

Posting Date – December 1, 2015

Closing Date – Open Until Filled

RRS isn't your average consulting firm.

Sure we have databases and hi-tech gadgets and fancy degrees, but we also get our hands dirty. Our people don Tyvek suits instead of power suits, and sort through waste to provide a realistic assessment of a waste stream. We lace up our work boots instead of slipping on a pair of high heels, and research the flow of a particular type of packaging through a material recovery facility (MRF). We're not afraid to ask the tough questions, especially if it leads to the right solution for sustainability.

That's not to say we don't clean up well. We can go from the sorting room to the board room to provide actionable solutions that are based on science and real-world application. We're even one of Michigan's 50 Companies to Watch. We build infrastructure, expand recovery, enhance product design, improve business practices and solve issues across the supply chain. All in a day's work.

We have an in-house communications team that delivers compelling messages to reach the ops manager, the CEO, the mayor, or the public at large. Industry knowledge and the means to communicate it – that's a powerful combination.

With over 500 years of combined experience and more than 900 projects under our belt, we've been around the block, a few times. Our experts include cutting-edge industry professionals, engineers, economists, technical analysts, and communication specialists who possess core strengths in materials and recovery, life cycle management and applied sustainable design. We are called upon by industry publications, organizations and conferences to lead the conversation and drive change.

We get sustainability, organics and recovery, but we also get people. We want top performers that can strengthen relationships, build and grow the business, all while having a positive environmental impact. Sometimes that takes flexibility. RRS understands that normal office hours may not be M-F, 9-5. We also understand that geography is not a limitation to greatness – a virtual office can be as agile, efficient and productive as a brick and mortar office. Flexibility with an expectation of strong, smart work yields the best results for all involved. Did we mention RRS isn't your average consulting firm?

RRS will hire a Project Analyst to assist staff consultants and engineers on a variety of projects including data entry, solid waste planning, collection system management, and program best practices.

Job Responsibilities:

- Provide general assistance from research, data analysis, to occasional field work, and conference support;
- Support project managers and other project staff on a variety of research, data, and analytical tasks.
- Support project managers and other staff on a variety of client projects especially material recovery planning and implementation assistance projects;
- Analyze budgets to develop business cases for sustainability solutions;
- Support the development of analytical tools and data presentations;
- Work with Data Manager to maintain company databases;
- Develop periodic memos, reports and PowerPoint presentation generation;
- Database and spreadsheet design and data input;
- Develop necessary project management skills including budget management, time management, process flow, project execution, and subject knowledge
- Perform primary and secondary research on a variety of technical and business and marketing topics, especially waste and recycling emerging technologies.

Key Qualifications:

- Organized, self-motivated, ability to set work priorities and complete work with minimal supervision.
- Interest in working across a wide variety of topics and demonstrated in learning new material
- Creative problem analysis abilities.
- High quality research skills required (Google search operators, Import IO, understanding of statistics, or other)
- Proven experience working on multiple projects and client tasks.
- Strong verbal and written communication skills including technical writing.
- Proven experience with data analysis and large dataset management.
- Proficiency in Microsoft Word, Excel, PowerPoint and Access.
- Experience in ArcGIS and AutoCad preferred, but not necessary.
- Able to Travel

Minimum Qualifications:

- Four-year degree in education, economics, natural resources, environmental sciences, environmental policy, engineering, business administration or related field.
- Two years working experience in an environment-related field is preferred.

Pay Range: \$40,000-\$55,000/year depending on experience and qualifications. RRS is an equal opportunity employer.

Start Date: Position to be filled in 2016.

To Apply: Interested candidates should submit a cover letter, resume and list of references. Cover letters should address the candidate's professional goals and interests, ability to meet key and minimal qualifications (as described above) as well as their experience and interest in this position. Please submit all materials to Elizabeth Hughes at RRS.

RRS
Attn: Elizabeth Hughes, Office Manager
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