

Synergy Resource Solutions, Inc.

5393 Hamm Road Belgrade Montana 59714

406 388 9378 - Fax 406 388 9359

synergy@countgrass.com

www.countgrass.com

Senior Project Coordinator

Synergy Resource Solutions, Inc. has an opportunity for an energetic, career-minded natural resource project coordinator to join our team. This is a new executive-level, full-time professional position created by our recent success and growth. This is an office-based position with the occasional opportunity for field work; minimum travel required. Candidates should have a passion for creating solutions, a drive to get things done, excellent business skills, and a commitment to excellence.

Synergy is a progressive, natural resources consulting company based just outside beautiful Bozeman, Montana. We have projects throughout the western United States and beyond. We have a reputation built on 16 years of providing responsive and practical solutions to our clients.

Responsibilities include, but are not limited to:

- Managing and leading daily operations and logistics for our 10–16 person consulting company.
- Coordinating activities related to consulting projects, contract preparation, project budgets, and proposal preparation.
- Managing and motivating technical staff through effective leadership, mentoring, evaluations, communication, and rewards.
- Maintaining and enhancing quality control and budget management within teams.
- Working closely with company president and senior specialists in marketing, project development, proposal preparation, job costing, and budget management.
- Coordinating with federal and state agencies, tribal governments, non-profits, and private landowners to assure high quality customer service and accurate tracking of billing and contractor compliance.
- Developing and documenting Synergy's operating processes. Communicating and integrating feedback for employees.
- Researching and recognizing new market opportunities. Tracking agency and corporate bidding opportunities.

Required Qualifications:

- **Education:** M.B.A., M.S., or B.S. (with 10 years experience), preferably in applicable field (Range, Soils, Natural Resources, Agronomy).
- **Project Management:** Demonstrated ability to coordinate and manage multiple concurrent projects and teams including defined objectives, deliverables, monitoring, and evaluation of results. Demonstrated competence in managing project logistics and personnel.
- **Technical Skills:** Advanced knowledge of QuickBooks, Microsoft Office products (primarily Word, Excel, and PowerPoint), Google Earth, and smart phone applications. Familiarity and comfort with office and field computers.
- **Communication:** Superb interpersonal abilities; exceptional listening, writing, and verbal skills.

- **Financial Acumen:** Understanding of small business finance and organizational issues. Determination to develop solutions. Ability to track costs and forecast cash flow.
- **Execution:** Strong project and deadline management skills, sense of responsibility and accountability, and ability to effectively multi-task.
- **Leadership:** Demonstrated vision, innovation, collaboration, integrity, accountability, and emotional intelligence.
- **Decision-Making:** Ability to evaluate risks and opportunities through strong, analytical problem-solving skills.
- **Personnel Management:** Superb skills in team building, coaching, mentoring, delegating, inspiring, and motivating.
- **Personal Qualities:** Humility and capacity for self-reflection, sound and mature judgment, and integrity.
- **Nimbleness:** Demonstrated ability to adapt quickly to changing circumstances and take leadership role during change. Comfortable working in an environment with some ambiguity, being flexible to changing course, and remaining calm and considerate under pressure.

Preferred Qualifications:

- Detailed knowledge of operational needs for field-based company with crews operating in remote locations.
- Academic or work experience in natural resources management, inventory or monitoring (preferably in range-related field).
- Formal business training, education, and experience.
- Arc-GIS experience.
- 10+ years of consulting experience with documented success in profitability and customer satisfaction.

Open to candidates from a wide range of business and natural resource disciplines (agriculture, range management, natural resource management, soils, agronomy, development, economics, and business management).

Synergy offers competitive compensation with health insurance, retirement, vacation, and other benefits. We find benefit in offering employee support in training and professional development. Synergy prides itself in providing opportunities for working on state-of-the-art projects and making a difference on western rangelands. Synergy also offers the opportunity to live and work in beautiful places while maintaining a small team atmosphere.

Contact:

Jack Alexander, President. Please send a cover letter and resume to job@countgrass.com. Please include your contact information in the body of your email. All responses will be kept confidential.