



Title: IT Project Manager & EHS/ESG SME

Company: Huco Consulting, Inc.

Location: An existing location of Huco is preferred (CA, CO, FL, GA, KS, LA, MA, OR, SC, TX). Highly skilled and proven candidates could be considered in new states.

Work Schedule: Full/part time (flexible, may vary)

Dates: Start ASAP

Are YOU enthusiastic, self-motivated and interested in helping a young company grow and deliver client success and happiness? Are you looking for a work environment that supports your professional goals? Come and join Huco on its journey of growth.

We are a boutique consulting firm founded in 2008 that focuses solely on the strategy, selection, setup and support of EHS & ESG information management systems to help our customers manage compliance, risk **and** return value. This includes air emissions, greenhouse gas, sustainability (ESG), permit tracking, incident management, inspections, audits, observations, occupational health, etc. Our mission is to provide quality work, respond quickly and work effectively with supportive teams. If you do great work, you will be recognized and gain responsibilities at a more rapid rate than at a larger firm.

Job Description:

We are looking for an experienced and enthusiastic project manager with an ability to work from their home office and lead a team of virtual colleagues and clients on system implementation and support projects. This is a hybrid Project Management and EHS/ESG Subject Matter Expertise (Business Analyst) role. You will direct and lead a cross-functional team of subject matter experts and ensure project completion according to timeline, budget and deliverable requirements. In addition, and based on project need, you will be responsible for the technical leadership, review and execution of EHS IT projects.

A successful candidate will have a bold passion for doing what is right for the client, strong organizational skills, and effective communication/leadership skills as they work with staff with varying experience levels and a variety of client personalities. They will also be able to quickly learn existing proven work processes and help continuously improve (i.e., a pro-active mindset).

Compensation is a competitive hourly wage. Unique benefits offered include flexible work hours, the ability to work from home, a 401k (100% match up to 5%), and a QSEHRA health reimbursement plan. Travel is expected to be limited (5-15%) and depends on client preferences, their location and yours. Typical work hours at Huco are between 9am – 5pm during weekdays.

To Apply: Submit resume and cover letter to careers@hucoconsulting.com. In your cover letter, identify the position (title) you are applying for, convey your interest in consulting, and explain why you would be a good fit for this position and what you would uniquely bring to Huco.

Key Responsibilities

- Manage client accounts and projects to meet quality, budget and schedule standards while following Huco's project management methodology (Estimate, Plan, Execute, Communicate & Close) and tools on SharePoint.
- Specifically manage a variety of projects and business units across a large client organization
- Utilize a thorough understanding of database and implementation lifecycles (design, build, test, deploy & support) to lead projects requiring data collection/cleansing, integration, calculations and reporting of environmental data
- Pro-actively communicate results internally and directly to clients in a clear and succinct manner through instant messages, emails, daily stand-ups and formal documents such as project status reports
- Work closely with colleagues and clients in a team based, home office start-up environment



- Manage various environmental management software applications and environmental regulations

See qualifications on next page

Qualifications

Education: Bachelor's and or Master's degree.

Required Experience/Skills:

- 5-10 years of work experience managing IT projects, and a strong comfort level speaking with IT departments and with IT terminology.
- Experience managing multiple clients and projects simultaneously of varying size, i.e.; < \$100,000, > \$500,000 or anything in between.
- Confident leader with proven successes leading projects and managing clients
- Demonstrated experience leading staff and clients
- Ability to work independently (self-driven) within deadlines and budgets
- Able to pro-actively communicate clearly and succinctly through written and verbal form
- Skilled with a variety of tools (e.g. MS Excel/Word, PowerPoint, SharePoint)
- Interest in the Huco culture, which includes hourly pay, working from home, helping colleagues and clients be successful and grow, and a collaborative entrepreneurial environment.
- Interest in consulting, environmental, health and safety, IT and small business.

U.S. Work Authorization is required