



Title: IT Project Manager & EHS/ESG SME

Company: Huco Consulting, a Montrose Environmental Group company

Location: Remote, United States

Projected Start: As soon as possible for the right fit.

Work Schedule: Part time or full time

Dates: Start ASAP

Before applying, please watch [this 9 min video](#) to validate fit with our firm, and to learn about our recruiting process.

Are YOU enthusiastic, self-motivated, process driven and interested in joining a growing organization? Are you looking for a work environment that supports your professional growth? Come and join Huco – we’ve been on a growth trajectory that will only be accelerated with our recent acquisition by Montrose Environmental Group.

We provide quality work, respond quickly and work effectively with supportive teams. Since 2008, Huco focuses solely on the strategy, selection, setup, and support of leading ESG/EHS 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.

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 (note: Project Management only professionals will also be considered). 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.

Huco is a remote workforce, and you must have the strong interest and ability (self-discipline) to work from a home office – which can be challenging if you are not used to it and/or if frequent and ad-hoc person interaction with your colleagues, partners and customers is important to you. A successful candidate will appreciate the ability to work from home including flexibility, while being able to pro-actively move forward on work without delay. They will also be confident to openly communicate to their teammates, coaches and even ownership to ensure engagement and progression (a two-way street). You will be assigned a coach that works with you regularly in addition to the work you do day-to-day with consultants and project managers.

All successful employees at Huco have a bold passion for doing what is right for the client, are purpose driven, have strong organizational skills, and have 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 and leverage existing proven work processes consistently and help continuously improve (i.e., a pro-active mindset).

Compensation is a competitive hourly wage. This position can be either part time or full time. We offer awesome perks like vacation time, group benefits, 401K matching and the pleasure of being surrounded by inspiring colleagues and clients who share passion for the industry, and its primary challenges and objectives. 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.
- 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
- Master various information management software applications in ESG and EHS subject areas with provided training materials (self-study with coaching); applied tasks include form configuration, workflow development, reporting, troubleshooting support, and training.
- Evaluate AS-IS processes, identify area for improvement, develop TO-BE requirements and document gaps.
- Translate business requirements to non-technical audiences and technical audiences.
- Create and/or review design specifications, test scripts and training guides.
- Recognize and escalate conflicts between client, staff, and software vendors - and within scopes of work.

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