



*“Providing a Balanced Approach to Natural Resource Management”*

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## **Position Announcement**

**Position: Area Manager**

**FT/PT: Full time**

**Location: Northeast Washington (Colville)**

Northwest Management, Inc. (NMI), a full-service natural resource consulting firm is seeking an Area Manager responsible for planning, directing, and overseeing the operations and fiscal health of the Colville office in Northeast Washington. This position requires marketing and promoting of our forestry services and managing our forestry team. This is a great opportunity for an entrepreneurial individual to join the NMI team to advance their career and expand our area of operations.

### **Job Functions and Responsibilities:**

- Marketing and promotion of Northwest Management’s forestry consulting services to new and existing clients.
- Explore new business opportunities and expand NMI’s area of operations
- Oversee and lead the work of employees
- Organize, plan, and schedule tasks to be accomplished by team members.
- Communicate job expectations to staff for all project work.
- Maintain quality work and customer service, resolve problems, and recommend system improvements.
- Set goals for employees and determine what actions are needed to achieve the goals.
- Coach, train and provide growth opportunities for employees
- Communicate and motivate employees and evaluate job performance.
- Conduct annual and regular quarterly reviews of employees.
- Prepare an annual budget, schedule expenditures, and analyze variances and initiate corrective actions.
- Coordinate and enforce all Company systems, policies, procedures, and productivity standards.
- Write and review reports, provide recommendations and communicate with customers, employees, and management.
- Other tasks as assigned

### **Qualifications:**

- Bachelor’s degree in a natural resource management or equivalent
- Minimum of seven years of field experience required, ten years of experience preferred
- Demonstrated manager experience and working in a team environment
- Have great verbal communications and writing skills.
- Developing budgets
- Problem-solving skills, resolve and ability to make hard and fast decisions
- Ability to effectively communicate with clients, contractors, regulatory agencies, and general public.
- Highly motivated individual with the ability to work independently
- Ability to work year-long indoors, outdoors and forest settings that include climbing slopes

- Equipped with strong business communication, interpersonal, and analytical skills
- Valid driver's license, good driving record, and ability to travel
- Outstanding communication, presentation, writing, and leadership skills
- The ability to develop proposals, project deliverables, and analyses in an articulate and professional manner

**Salary and Benefits:**

- Competitive salary commensurate with experience and merit
- Rewarding work with a great team of people
- Professional exempt salary position
- Vehicle allowance program for personal vehicle use
- Paid holidays
- Paid holidays, vacation and sick leave
- Healthcare and Health Reimbursement Plan (HRA)
- Disability Plan
- 401(k) retirement plan with company contribution
- Professional development training
- Performance based bonuses

**Closing Date: Open until position filled**

Please respond to Tierra Moser, Human Resources Manager, [nwmanage@northwestmanagement.com](mailto:nwmanage@northwestmanagement.com) if you are interested in this position. Visit our web page: [www.northwestmanagement.com](http://www.northwestmanagement.com) and click "about us" then "join our team" to download an application to be sent with a resume to Tierra Moser, HR Manager at PO Box 9748, Moscow, ID 83843.

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