



“Providing a Balanced Approach to Natural Resource Management”

Position: Client Accounts Coordinator

Northwest Management, Inc., a full-service natural resource consulting firm based in Moscow, Idaho, is seeking resumes from motivated individuals looking to work in a high-impact field of innovation and technology. Our team is seeking an experienced project leader to serve as a client accounts assistant manager that supports Northwest Management, Inc., with a variety of technology, to serve existing clients from the Pacific Northwest to the U.S. South. The Client Accounts Coordinator position is experienced in collection and entry of forest inventory and natural resources field data with experience processing, analyzing, and applying these data at a project, team and business operations level. Interpretation, analysis, reporting and graphical presentation of information in combination with project management and logistics is at the core of this position. From the collection of field data and graphical development of results to project logistics at a National level and financial reporting for multiple departments within Northwest Management, Inc., this position supports day-to-day and long-term project work to achieve client, team, and company strategic goals. Communication and innovation to improve project and team efficiency as well as final product client-value is a must. This position will additionally work with multiple departments to update and improve systems that inform multiple levels of the company on operations, production, and costs.

Status: Full Time, Salary, Professional Exempt

Salary: DOE

Time Frame: Starting December 7th, 2020

Location: This position will report to our corporate office in Moscow, Idaho. Regular work will occur within the Moscow office computer lab. There will be occasional remote-work assignments, dictated by project needs.

Direction: This position will work under the direct supervision of the Technical Services Department Manager.

Primary Duties Include:

- Apply skills in ArcGIS/QGIS, Excel, MS Access, general applications/functions of programming languages, and other data handling software to quality-check field data and other tabular data used in tracking projects and developing products for clients.
- Ability to setup, interface, apply and download data from Multiple GPS systems (Trimble, Javad etc.), handheld data recording hardware (Nomad, Tablets, Android, IOS), and Mobile Lidar field equipment for team operations.
- Ability to operate in a cloud-based (AWS, Google, MS etc.) server (SQL, SQLite etc.) environment for hosting complex large data products to clients.
- Facilitate the development of project/production-tracking dashboards using ArcGIS Online (AGLO) and other similar “dashboard” tracking software platforms for operational and cost tracking of projects and accounts.

- Required to spend two (2) plus weeks in the field at a time with minimal supervision collecting field data, performing highly detailed field audits of contractor and sub-contractor work, and project tracking anywhere in continental USA.
- Participate as a team member in the technical services department to continually improve quality and efficiency of products as well as train with other staff to increase general knowledge and function across multiple key services, including but not limited to remote sensing, hydrology, forestry, soils, and statistics.
- Continue to expand the technical services network through targeted participation in promotional activities, proposal development, budgeting, client meetings and project management related to team projects as approved by the Tech Services Department Manager.
- Develop a functional understanding of, and skills in, environmental mitigation, NEPA and Good Neighbor Authority (GNA) policy and Tribal Policies to provide support to and technical writing assistance for NMI contracts involving these and other environmental policies.
- Represent NMI and the Tech services team in public forums through presentations, workshops and leadership of work-related efforts as approved by the Tech Services Department Manager.

Minimum Qualifications:

- A B.S. degree in a natural resources discipline, remote sensing, civil engineering, applied statistics, or related field.
- Demonstrated skills in ArcGIS/QGIS, Microsoft Office suite, GPS equipment operation, and hardware/software interface experience.
- Experience in the collection of forest inventory or survey-quality GPS field-location data.
- Staff management experience organizing the schedules of personnel with highly diverse needs, assigning and training staff on complex work tasks, monitoring staff and team production, and performing work-quality audits.
- Demonstrated team leadership, conflict resolution, project innovations, and client-interface skills related to the core requirements of this position.

Additional Desirable Qualifications:

- Masters of Science degree in forestry, remote sensing, statistics, or environmental engineering.
- Experience in strategic planning, business logistics, corporate financial tracking, contracts, invoicing, or mentoring personnel for team development.
- Expertise in forest growth modeling, lidar technologies and/or drone data acquisition.
- Experience in marketing, website design, application development or related uses of technology.
- Research experience relating to scientific literature publications in a natural resource field.

Work Environment:

The work environment for this position is split between fieldwork and office work as project and team needs dictate. Office work is quite and computer centric including digital and print reading, mathematics, analytics and communication of information to diverse audiences with varying skill levels. The fieldwork efforts of this position include natural resource data collection across a variety of disciplines with varying degrees of technology and equipment, as well as out-of-office travel for data and contractor/sub-contractor work auditing, client meetings, promotional activities, and project/team logistics.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee must regularly lift and/or move between 25 to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception, full color-spectrum

vision, and Ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit, talk, type, and read. The employee is frequently required to use hands and fingers, handle, or feel and reach with hands and arms. The noise level in the work environment is usually quiet.

The employee is required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl in the outdoors, on uneven terrain, and in inclement weather while operating technical data collection equipment. The employee must be able to operate automatic and manual transmission vehicles, possess a valid driver's license and valid United States passport. The employee must be able to travel to, and continue productive work in, multiple geographic locations via commercial airfare, without direct supervision and at times only remote assistance from the Moscow Office.

The geographic working area is predominantly within the continental U.S.; however, the operating area for this position includes occasional international project-management, travel, and field-data collection.

If interested in this position please submit an application to Tierra Moser, NMI Human Resources at moser@nmi2.com.

Closing Date: November 1st, 2020

If you have direct questions about the position please contact:
Mark Corrao (Tech Services Department Manager)
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