

Job Description

The Company

Are you looking to join an organization that is growing and dynamic? What about a high-energy, collaborative environment that rewards hard work?

J.S. Held is a global consulting firm that combines technical, scientific, financial, and strategic expertise to advise clients seeking to realize value and mitigate risk. Our professionals serve as trusted advisors to organizations facing high stakes matters demanding urgent attention, staunch integrity, proven experience, clear-cut analysis, and an understanding of both tangible and intangible assets.

The firm provides a comprehensive suite of services, products, and data that enable clients to navigate complex, contentious, and often catastrophic situations.

The Team and Job Summary

We are seeking an energetic and versatile Environmental Health & Safety (EH&S) Environmental Operations Consultant to join our Houston, Texas location. This unique role blends responsibilities of an office coordinator, operational assistant, and entry-level environmental consultant. The ideal candidate will have a strong grasp of team management, environmental science principles, industrial hygiene, and occupational safety. Flexibility, strategic thinking, and advanced knowledge of Microsoft products are essential. Experience with Dynamics 365 is a plus. This position involves working closely with the operations team and assisting field teams during high-volume periods. There is potential for national and international travel, though it is not a requirement.

Job Responsibilities

- Office Coordination & Operational Assistance
 - Manage office operations, including scheduling, communications, and administrative support.
 - Assist with IT-related tasks and troubleshooting.
 - Coordinate with the operations team to ensure smooth workflow and efficient processes.
 - Maintain and organize office supplies and equipment.
 - Support team management and project coordination efforts.
- Environmental Consulting
 - Assist in conducting environmental assessments and field investigations.
 - Support the development and implementation of EH&S programs and policies.
 - Perform data collection, analysis, and reporting for environmental projects.
 - Collaborate with field teams on environmental monitoring and compliance activities.
 - Provide technical support and expertise in environmental science, industrial hygiene, and occupational safety.

Required Qualifications

- Willing to travel as needed to support operational and project requirements
- Valid Driver's License
- TWIC card eligible

Preferred Qualifications

- Excellent communication skills.
- Advanced proficiency in Microsoft Office products (Word, Excel, PowerPoint).
- Experience with D365 is a plus.
- Disciplined and organized with effective time management abilities.
- Teamwork-oriented with strong problem-solving and analytical skills.
- Ability to build and maintain a highly ethical reputation.
- Outstanding customer relationship skills.
- Knowledge of environmental science principles, industrial hygiene, and occupational safety.
- Flexibility and strategic thinking to handle a variety of tasks.
- Candidates with office coordination experience and interest in environmental consulting, or vice versa, with D365 experience are encouraged to apply.
- Bachelor's degree in Science/Geology/Engineering. Experience in EH&S preferred but not a requirement.[J

Physical and Mental Job Qualifications

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

- Sitting limited to lunch, breaks and driving.
- A number of duties performed on feet.
- Walking may be back and forth all day long over terrains that range from flat to hilly, rough and slippery.
- Able to carry equipment as much as 50 lbs unassisted.
- Must be able to use hand and fingers to pick up objects, turn on regulators, insert earplugs, use hand tools.
- Push or pull items.
- Able to reach above head.
- Able to bend at the knee.
- Able to climb ladders to reach high areas or down into tanks or excavations.
- Able to wear a self-contained breathing apparatus.
- Able to squat kneel or crouch in confined spaces when necessary.
- Must be able to hear warning signals from vehicles, radio transmissions, alarm bells, air leaks etc.
- Able to taste and smell to detect warning properties of hazardous chemicals.
- Able to detect burning sensations on skin etc.
- Vision must be correctable to at least 20:40 with ability to distinguish colors with good depth perception and peripheral vision.

Some of the Benefits We Have Include

J.S. Held understands all our employees are people and sometimes life needs flexibility. We work to always provide an environment that best supports and suits our team's needs.

- Our flexible work environment allows employees to work remotely, when needed
- Generous PTO Policy
- Medical, Dental, and Vision Insurance
- 401k Match
- Commuter Benefit

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

By submitting your application, you acknowledge that you have read the [J.S. Held Online Privacy Notice](#) and hereby freely and unambiguously give informed consent to the collection, processing, use, and storage of your personal information as required and described therein. California residents can click [here](#) to learn more about the personal information we collect and [here](#) to learn about additional privacy rights that may be available.

Please explore what we're all about at www.isheld.com.

EEO and Job Accommodations

We embrace diversity and our commitment to building a team and environment that fosters professional and personal enrichment is unwavering. We are greater when we are equal!

J.S. Held is an equal opportunity employer that is committed to hiring a diverse workforce. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.

If you are an individual with a disability and would like to request for a reasonable accommodation, please email jobs@isheld.com and include "Applicant Accommodation" within the subject line with your request and contact information.