

Position Description: Project Manager



About ALL4:

All4 Inc. (ALL4) is an environmental consulting company that specializes in air quality consulting services - primarily assisting our clients with complex air permitting, air quality modeling, continuous monitoring, and regulatory compliance issues. ALL4 was founded in 2002 and is headquartered in Kimberton, PA (about 15 minutes west of Valley Forge National Park). ALL4 also operates a Southeast Regional Office in Columbus, GA (about 1-1½ hours southwest of Atlanta). ALL4 employs a mix of professionals with diverse educational backgrounds ranging from meteorology, environmental science, and mechanical, civil and chemical engineering. Our client base is comprised of multiple Fortune 500 companies including General Motors, International Paper, NewPage Corp. (formerly MeadWestvaco), Hershey Foods Corporation, and Packaging Corporation of America.



All4 Inc.'s main office building - Kimberton, PA

ALL4 is an energetic, successful, empowered organization. ALL4 operates under the premise that the success of our company is directly tied to the success of our clients. We pride ourselves on fully understanding our clients' operations, culture and business goals to the extent that we can tailor our consulting services to help turn environmental management into a company asset. ALL4 also understands that we are in the business of "selling" our skills and that our organization is only as good as the talents of our people. Therefore, we have created a company that is centered on the personal and professional growth of each person in the organization while concurrently growing the ALL4 business. We are an organization built on a culture of accomplishment and personal accountability – and we challenge each person to make a substantial contribution to the overall success of the organization by clearly defining and measuring specific personal and team goals.

Position:

At ALL4, the Project Manager serves as the main client interface relative to assigned project work. They are responsible for developing proposals based upon a client's requirements and schedule. The Project Manager must manage the project work to meet contract requirements within budget and schedule constraints. The Project Manager is expected to expand the scope of services offered to a client. They maintain a level of expertise on current environmental technical issues and project management methods/approaches and may also supervise other Project Managers. The Project Manager is also responsible for understanding and implementing ALL4's vision and mission statements.

There are project-related responsibilities, internal company responsibilities, and milestone accountabilities associated with the Project Manager position. A highlighted summary of these responsibilities and accountabilities include:

- Develops technical approach and cost assumptions for proposals and scope of work documents to attain project work. Develops and implements project plan(s) and schedule(s) to meet contract requirements.
- Implements project procedures to ensure that project deliverables meet ALL4 standards for quality, monitors project activities to confirm that ALL4's and/or client's procedures are followed, and verifies that deliverable items required by the contract or agreement are submitted in the manner and within the time period required and budget established.
- Establishes and maintains relationships with the regulatory community, legal counsel, and industry/environmental technical experts/peers. Prepares conference papers or presentations.
- Assumes lead in business development efforts for the client in coordination with the business development professionals, as needed, in securing new work to achieve the goals of ALL4's Business Plan.

All4 Inc. is a nationally-recognized consulting company shaping environmental responsibility and creating distinction for clients, employees and partners.

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- Develop and achieve 1-year, 2-year, and 3-year Project Manager position milestones and benchmark goals.

Qualifications:

The project manager candidate must have a Bachelor of Science degree (or higher) from an accredited university plus a minimum of eight years (8) years experience in an environmental technical discipline. The Project Manager must have a minimum of three (3) years of experience managing small (<\$30,000) projects with the ability to manage client accounts of at least \$250,000 in annual revenue. The candidate must demonstrate the ability to produce high quality client deliverables and should possess proficiency with computer systems including electronic mail/personal organization, word processing, and spreadsheet software. The essential skills include:

- Demonstrated experience working with and environmental regulatory and compliance issues.
- Excellent written and verbal communication skills.
- High level of motivation for personal growth and goal achievement.
- Creative thinking with sound problem solving skills.
- Strong organizational skills and the ability to work independently and in a group environment.
- Desire to work in a growing organization and comfortable with change and expansion of responsibilities

Other Desired or Beneficial Skills:

- Experience working with air pollution control equipment and/or federal air quality regulations.
- General understanding of specific industry manufacturing processes (e.g., pulp and paper, cement manufacturing, incineration, etc.).
- Air quality modeling knowledge (e.g., AERMOD, ISCPRIME, etc.).
- Air emissions sampling knowledge (e.g., stack testing/CEMs).
- Fundamentals of Engineering Certification.
- Coursework in Statistics.

Benefits:

As evidenced by the job description, our expectations for employees are high. In return, we invest a tremendous amount in our employees. Our benefits package includes the following:

- Highly Competitive Salary.
- Paid Vacation and Sick Time.
- Bonus Program based on attainment of company and/or personal performance objectives.
- Bonus Program for obtaining a Professional Engineer and other equivalent certification.
- Full medical, prescription, vision, and dental coverage paid for by ALL4. Our Health Plan is a top-rated United Healthcare Plan and United is a nation-wide leader for High-Deductible Health Plans.
- Company sponsored Retirement Plan with matching contribution equal to 100% of the employee's deferrals for the first 3% of compensation, plus 50% of the employee's deferrals for 4% and 5% of compensation.
- Base plan cellular phone cost allowance reimbursement in accordance with the applicable ALL4 reimbursement policy.
- Up to \$2,500 per year in tuition reimbursement for courses/training.
- ALL4 Introduction to air quality and other in-house training including: communication, project management, time management, and other skills that ensure personal growth.

If being part of an expanding company that affords tremendous opportunities appeals to you, we encourage you to take a look at our website: www.all4inc.com and forward an electronic resume to humanresources@all4inc.com.