

Geotechnical Engineering/Office Manager

Looking for a dynamic Geotechnical Engineer/Office Manager to join our growing team at ALLWEST Testing and Engineering, LLC in Boise, Idaho. As a Geotechnical Engineer/Office Manager you will perform geotechnical field work, review respective data, and prepare proposals/reports. You will also supervise and lead a team of other Geotechnical Engineers, Engineers-In-Training, construction inspectors and environmental staff.

Responsibilities:

Under the supervision of the General Manager and in accordance with company policies and operating procedures, promote services to clients, conduct business development, and provide management of all projects to ensure clients receive high quality technical services, timely and complete reports and full satisfaction. Manage all personnel, facilities and equipment assigned to the office while providing quality customer service and remaining competitive and profitable.

Essential Functions:

- Ensure testing, engineering, environmental and inspection work is accomplished with high quality and in an orderly and efficient manner.
- Supervise the preparation of complex scope and fee proposals to clients.
- Ensure all personnel are properly trained, supervised and equipped with the necessary tools and equipment to ensure their personal safety in the office, laboratory, construction project sites and in vehicles.
- Supervise or monitor all projects in progress in the office to ensure the work is executed on time and in accordance with the client's expectations and within company policies, procedures and standards.
- In accordance with company policies and procedures, evaluate the performance of all employees within the office and assist them in their professional development and growth.
- Direct business development activities of all department personnel to ensure adequate fees are available to support the manpower on the payroll. Directly supervise the administrative systems of the office to ensure reports, proposals, inspections and information required to serve the client is properly prepared and reported. Also ensure routine company administrative policies are followed by all department personnel such as time sheets, expense reports and purchase order requirements. Coordinate the inter-departmental and inter-office activities of his or her personnel with joint company efforts where necessary. Plan, recruit, select and provide training for all personnel in the department. With assistance from the General Manager, prepare each annual department business plan.

Essential Skills/Abilities:

Must understand and successfully manage the financial, marketing, human resources and operations of the office and other departments. Demonstrate ability to provide effective leadership to experienced technical professionals and technicians. Ability to communicate well both orally and in writing.

Education/Experience:

MS degree in Geotechnical Engineering and 7-10 years of practical experience in Engineering and managing personnel.

License/Registration:

Professional Engineering License in the State of Idaho
Valid driver's license

Compensation:

Depending on Experience
401K, Health Insurance, Vacation etc.