



## ENVIRONMENTAL PERMITTING SPECIALIST/ADMINISTRATIVE ASSISTANT

Coastal Engineering Co., Inc. is seeking a Permitting Specialist primarily providing administrative and environmental permitting support for project managers and other support staff.

### Job duties include:

- Provide environmental permitting support for project managers including draft, submit, and process permit applications and correspondence; research abutters, regulations, etc. as needed; produce plan copies; maintain files; enter and maintain information in database.
- Administrative support services to track and coordinate deadlines, meetings, and on-site meetings as they relate to the permitting process; coordinate and follow up on permitting between project managers, clients, and regulatory agencies.
- Oversee the reference files on regulatory changes, permitting requirements, and resource materials. Keep current with regulatory information.
- Meet with regulatory agencies and attend public meetings as appropriate.
- Perform administrative tasks including word processing of project correspondence, contracts, and reports; handling/filing of incoming correspondence; record keeping and filing; composing correspondence; and operation of office machines (printers, copiers, fax, scanner, etc.).
- Assist staff in additional responsibilities and special projects, as needed.

### Qualifications:

- Must be detail-oriented, have excellent interpersonal and organizational skills, the ability to prioritize and work under multiple deadlines, excellent computer skills including Microsoft Office programs, and the ability to communicate and interact effectively with other staff, clients, and the public, both orally and in writing.
- Must have valid driver's license.
- Prior environmental permitting experience a plus.

Coastal Engineering Co., Inc. has offices in Orleans, Sandwich, and Nantucket, all just a few miles from beautiful Cape Cod beaches. Recreational and cultural opportunities abound. The company offers an attractive benefits package including health, dental, disability, and life insurance, 401K, and a generous holiday and paid time off package. EOE.

### Contact:

Please e-mail your resume to Suzanne Sullivan at [zsullivan@coastalengineeringcompany.com](mailto:zsullivan@coastalengineeringcompany.com)