

Arcadis is seeking a **Project Coordinator** to join our Water Division as part of our program management team in Birmingham, Alabama. Two or more years of experience is preferred, but not a prerequisite for strong self-motivated candidates.

This is an exciting opportunity to join our team locally with support from one of the best-qualified municipal consulting firms in the country. As a Project Coordinator, you will develop experience and technical knowledge of municipal water infrastructure projects to successfully execute and manage programs, under the supervision of the Project Manager and the Program Manager and help us build and grow our practice.

Position responsibilities may include, but are not limited to:

- General project planning and coordination.
- Site investigation and site assessment report development.
- Right of Way acquisition.
- Development of technical solutions for field based utility challenges.
- Development of permit applications.
- Project coordination with design consultants, contractors, and state and local agencies.
- Development of project health and safety plans.
- Record keeping, developing meeting minutes, general correspondence, compiling and drafting of required reports and deliverables.
- Other duties as assigned.

#### Key Attributes

- Strong communication skills, both written and oral.
- Effective research, data gathering and analysis skills.
- Advanced communication skills, including the ability to liaise with peers and senior colleagues and build and maintain relationships.
- Commercial awareness and organizational understanding.
- A logical approach and ability to think through complex issues to coordinate multi-faceted aspects of projects.
- Effective time management skills.
- Self-motivated and proactive, with the ability to work independently.
- Ability to coordinate with Arcadis personnel and remain responsive to corporate requirements.

#### Qualifications

#### Required Qualifications:

- 1 to 2 years of relevant experience.
- Bachelor's degree in Civil/Mechanical Engineering or related field.
- Proficiency with MS Office Suite (particularly Word, Excel and PowerPoint).
- Proficiency with web-based programs (e.g., SharePoint).

#### Preferred Qualifications:

- Experience as an engineer with both technical and administrative duties in the drinking water utility sector.
- Professional licensure as an Engineer Intern (EI).

#### Why Choose Arcadis?

Arcadis is the leading global design and consulting firm for natural and built assets, and we invite you to join us in partnering with our clients to deliver truly exceptional and sustainable outcomes. Contribute to the world's most high-profile and transformative projects, from shopping centers in Shanghai and improved traffic flow in Atlanta to state-of-the-art rail systems in Doha, coastal defenses for Manhattan and cleaner air in Los Angeles. Work alongside the industry's foremost thought leaders and accomplished professionals, generating effective, real-world results. We are Arcadis: 27,000 people in more than 70 countries, creating value by applying our collective wisdom to every challenge. Our culture is collaborative, we believe in diversity and the power of global teamwork, and we own the responsibility to sustain the Earth and its people in a safe and balanced way. Arcadis. Improving quality of life.

Water is the world's most critical resource. At Arcadis, we work tirelessly to help protect this natural resource, focusing on the entire water cycle. From source to tap, managing rivers and coast zones, urban and rural water supply, and issues related to climate change and rising sea levels, our specialists, engineers and scientists help address all of the challenges facing water. Using cutting-edge technologies, collaborating to develop innovative solutions and tapping into global learning development resources, we are uniquely positioned to provide safe and secure water services that support the demand of a rapidly changing world. Join our team to start improving quality of life today.

#### EEO statement

We are an equal opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. We are dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, religion, national origin, sex, age, disability, marital status, sexual

orientation, gender identity, citizenship status, disability, veteran status, or any other basis prohibited by law.