



## ENVIRONMENTAL GROUP MANAGER

**BARCLAY WATER MANAGEMENT, INC.** was founded in 1932 and is the oldest and largest employee-owned water treatment organization in North America. We manufacture a wide range of specialty treatments for controlling water chemistry in heating, cooling, process and power generating systems. Our products and services extend the useful life of boilers, chillers, cooling towers, process heat exchangers and piping systems as well as reduce utility plan operating costs by minimizing water and energy consumption. We are currently looking for an **Environmental Group Manager** for our Environmental Group (EG) located in Newton, MA. The successful individual will provide technical support and administrative assistance to the Environmental Group Director and the sales/service team.

### Responsibilities include:

- Produce quotes and proposals for EG products and services
- Assist in the EG pricing and cost calculations
- Coordinate and create reports from data provided by sales staff for distribution directly to our customers
- Conduct site surveys and create corresponding Water Management Programs (WMP)
- Ability to travel approximately 40% of the time (occasional overnight required)
- Actively participate in the presentation of WMP's findings to customers
- Assist the Environmental Group Director in the creation and maintenance of monthly sales reports
- Assist with EG permit processing

### Qualifications include:

- B.S. in Science or Engineering (biology, environmental or chemistry) is required
- Excellent communication skills and the ability to meet deadlines is required
- Strong MS Office skills are required. Experience in Visio is a plus
- Valid driver's license with a good driving record
- Must be authorized to work in the United States

We offer a competitive salary and benefits package including an Employee Stock Ownership Plan (ESOP). Qualified Environmental Group Manager candidates are encouraged to send a cover letter and resume to Human Resources via email [careers@barclaywater.com](mailto:careers@barclaywater.com) or fax (617) 744-3450.

[www.barclaywater.com](http://www.barclaywater.com)

EOE M/F/DISABILITY/VETERAN

An Employee-Owned Company