



Employment Opportunity: Report Production Assistant

INSPIRE Environmental is hiring an experienced **Report Production Assistant**.

We are a growing environmental science consulting firm specializing in seafloor and fisheries ecology, based in Newport RI, and are looking to add to our report production team. We have an excellent reputation for collecting and synthesizing environmental data into clear, concise, and informative reports. As a Report Production Assistant on our team, you would assist in producing environmental monitoring reports, survey work plans, presentations, and other company materials. Our clients are leading companies in offshore energy and environmental consulting industries, and governmental and regulatory agencies.

This is a full-time / salaried position with benefits.

Position Summary

The Report Production Assistant reports directly to the Reporting Manager and supports the production of a variety of standard and technical documents such as project proposals, data synthesis reports, workplans, project descriptions, resumes, presentation materials, and more. Documents are typically data-rich and graphics heavy.

This position requires proficiency in reformatting electronic drafts, incorporating comments and redlines as necessary, inserting tables/figures/captions, maintaining record of table/figures, managing multiple versions of files on company and client servers, and working with a team of people with varying backgrounds including high level science research, field technical skills, and financial perspectives.

This position will be integral to nearly all aspects of INSPIRE Environmental's mission and goals, working across all teams and departments (e.g., GIS, data, bids and proposals, science).

Competencies

- Must be a High School graduate (or equivalent).
- Must have a comprehensive knowledge of word processing software (Microsoft Office Suite: Word, Excel, PowerPoint).
- Excellent typing, grammar, punctuation, and spelling skills.
- Proofreading skills and ability to review documents to ensure report consistency and comprehension for targeted audience.
- Organized and attentive to detail.
- Demonstrated ability to work effectively as part of a team and able to manage multiple tasks.
- U.S. citizenship or valid working permit

Preferred Education and Experience

- BA or BS in related field, such as communications, writing, English, science.
- Knowledge of Adobe Acrobat and other programs in the Creative Suite.
- Experience/knowledge of style guides for writing and citing scientific literature.
- Interest in marine science, sustainability, renewable energy, environmental regulations, and policy.
- Science translation and/or interpretation experience.
- Experience with document control and editing in Microsoft SharePoint.
- Experience with web content management in WordPress.

To Apply:

Please consider your experience and capabilities in relation to the position presented above. If you think we are a match, please send your CV, a cover letter, and three professional references to Careers@INSPIREenvironmental.com and put "Report Production Assistant" in the subject line. Qualified candidates will be contacted by email.



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**We are building a progressive, flexible team to respond to new and exciting work,
join us!**

At INSPIRE, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law. INSPIRE Environmental believes that diversity and inclusion are critical to our success as a company, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

No recruiting agency calls or resumes please.