

**Idaho**

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**Wyoming**

860 Powerhouse Rd.  
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**Colorado**

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Rifle, CO. 81650  
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Fax: 970-625-3276

**Utah**

1144 E. Amelia Earhart Dr.  
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435-789-7835

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[www.csr-inc.com](http://www.csr-inc.com)

**Title: Colorado Regional Manager**

**Job Posting Date:** 10/2011

**Application Deadline:** Open until filled

**Start Date:** ASAP

**Salary:** DOE

**Job Description:**

The Colorado Regional Manager oversees all projects and activities in Colorado and supervises office staff. The position requires good multitasking and organization skills to coordinate with CSR staff and clients on multiple congruent projects. Manager will develop new client base, and communicate with existing clients on a regular basis. The manager will work with General Manager and other CSR staff to put together competitive bids on restoration projects throughout the state. Travel is required.

**Position Requirements:**

1. Working with the Colorado Field Supervisors to schedule jobs/task per customer needs..
2. Oversee ongoing projects to ensure successful completion.
3. Meet with clients on a regular basis to maintain good relationship.
4. Develop new client base, by attending meetings, conferences and making cold calls.
5. Review all billing to make sure correct information is being submitted to financial department. Collect approvals of all invoices created for clients and various projects in a timely manner. Scan and send approved invoices daily to accounting.
6. Give PowerPoint presentations at industry and professional conferences.
7. Oversee and document all training new employees in all procedures for monitoring, seeding and weed control, and safety.
8. Write bids, review reports.
9. Lead monthly company safety meetings and ensure safe work practices are followed.
10. Make decisions on reclamation needs for projects (seed mixes, weed control, soil amendments, etc).
11. Interview and hire new office staff and perform annual employee evaluations.
12. Other duties may be assigned.

**Preferred Experience & Education:**

1. B.S. in range management, ecology, or similar field with 2+ year's experience.
2. Experience supervising employees and managing projects required.
3. Experience working on restoration projects preferred.
4. Field experience with plant identification, and survey techniques required

5. Knowledge of Colorado flora preferred.
6. Experience with Microsoft Word, Excel and Access and PowerPoint required.
9. Ability to perform tasks requiring physical exertion, outdoors, in all weather conditions, and on difficult terrain.
10. Ability to work safely and follow safety protocol.
11. Ability to work effectively with diverse groups including landowners, general public, and CSR staff.
12. Sincere commitment to wildlife conservation, native habitats, habitat restoration, and the goals of CSR, Inc.

**About CSR:**

CSR, Inc. is an environmentally-focused and vertically-integrated company striving to restore land and create wildlife habitat, using plants and seed native to the western region. CSR, Inc. provides services including Nativescape design and installation, restoration, land stewardship, and biological monitoring.

More information resides on our web site: [www.csr-inc.com](http://www.csr-inc.com)

**To Apply:**

Send your resume to:

Human Resource Administrator

Conservation Seeding and Restoration

506 Center Street West

Kimberly, ID 83341

[applications@csr-inc.com](mailto:applications@csr-inc.com)

