

JOB POSITION - APPLICATIONS COORDINATOR

LOCATION

Cambridge, ON

JOB DESCRIPTION

Lystek is seeking a full-time Applications Coordinator based out of our head office in Cambridge, ON, to join our innovative and entrepreneurial team. The ideal candidate will be a proactive self-starter with excellent communication skills and a passion for the environment. As Applications Coordinator you will support our Company's growth objectives by contributing to lead qualification, stakeholder engagement, and technical solution development. You will be responsible for supporting day-to-day business development operations and long-term strategic initiatives. This position will report to the Applications Lead.

Lystek International is a technology company that specializes in organic materials recovery with operations across the world. Our work helps municipalities and other generators maximize resource recovery and reduce greenhouse gas emissions through its innovative approach to biosolids and organics management. Our patented and award-winning thermal hydrolysis technology can be leveraged to optimize anaerobic digesters and biological nutrient removal systems at wastewater treatment facilities, while also contributing to waste diversion and environmental sustainability. This is achieved by transforming non-hazardous, organic materials into nutrient-rich, federally-registered fertilizers and other multi-purpose products.

PRIMARY DUTIES AND RESPONSIBILITIES

- Ensures Health and Safety is the number one goal by following policies, processes, and acting in a safe manner at all times.
- Develop solutions and proposals to support the Lystek opportunity pipeline
- Apply and develop Lystek's proprietary mass balance tools
- Support new business development opportunities throughout the procurement cycle (e.g. EOI, RFI, RFQ, RFP, etc.), including initial opportunity assessment and supporting coordination of required internal and external materials, processes and schedules
- Prepare and develop the required documentation associated with proposal submissions
- Create high quality customer presentations, technical memos, and technical scopes of work
- Provide updates and strategy insights for proposal submissions
- Assist and maintain customer relationship profiles and business development strategy frameworks
- Maintain an updated reference project library by creating new content from recently completed projects
- Provide general support to the Business Development group as required, including customer engagement, external announcements, internal stories, and social media activity

DISCLAIMER: *The above statements are intended to describe the general nature and complexity of the work being performed by personnel assigned to this position, and do not represent an exhaustive list of all tasks, duties, and responsibilities required of personnel assigned to this position. It does not prescribe or restrict the work that may be assigned.*

EDUCATION / KNOWLEDGE

- **MINIMUM:** Degree in Environmental Engineering, Chemical Engineering, or Environmental Science



EXPERIENCE AND QUALIFICATIONS

MINIMUM: Undergraduate Degree

PREFERRED: Undergraduate Degree and 2 – 5 years of relevant experience

- Positive attitude, strong work ethic, and passion for excellence
- Excellent written and oral communication skills
- Process engineering experience
- Exceptional analytical, critical thinking, and organizational skills
- Exceptional interpersonal skills, including the ability to collaborate in a team environment.
- Experience with proposal development, RFQ, RFP etc. processes, and technical submissions
- Experience with document formatting, editing, quality assurance, and final packaging
- Familiarity with content management systems (MS Teams) and SalesForce
- High proficiency using Microsoft Office Suite and digital collaboration tools
- Willingness to travel for client meetings, industry events, and trade shows
- Ability to work in a fast-paced environment, prioritize tasks, and meet tight deadlines
- Strong attention to detail and quality
- Commitment to diversity and inclusion

WORKING CONDITION

- Typically working in an office environment with occasional travel to facilities, conferences, or customer meetings
- May require occasional work outside of typical business hours

WE OFFER:

- Competitive wages
- Bonus program
- Employer paid health and dental benefits
- Extensive training programs and opportunities for company sponsored development activities
- Retirement benefits program
- Relevant experience for the pursuit of a Professional Engineering license

The Tomlinson Group of Companies encourages applications from all qualified candidates. Please contact Human Resources if you need accommodation at any stage of the application process or want more information on our accommodation policies.

If you've got an excellent work ethic, strong desire to produce quality and award winning work then Lystek is the place for you.

Email resume to careers@lystek.com