



GIS Specialist

Ed Holmes and Associates Land Surveyors is your trusted partner for professional surveying services based in Asheville, North Carolina, and Greenville, South Carolina. With our strategic location, we proudly serve Western North Carolina, South Carolina, and East Tennessee, offering a comprehensive range of surveying solutions tailored to meet the unique needs of our diverse clientele.

Our mission is to provide quality professional land surveying services to the Western North Carolina region; to be a reliable partner to our clients; to hold ourselves to a high standard of professionalism and integrity and to be the sort of company that our clients are proud to call “their” surveyors.

Key responsibilities:

- Consult with GIS Team Lead to define project requirements, investigate best practices and document processes to maximize efficiency and accuracy
- Consult with and surveying professionals on geographic information and projects
- Create and organize geodatabases and information necessary to keep GIS data up to date and accurate in the central database.
- Thrive on developing complex GIS solutions.

ESRI Desktop Specific:

- Skillful use of Excel or similar software to clean and prep text-based datasets
- Ability to edit a variety of datasets
- Maintain collected geodatabase, file geodatabase, and/or other common GIS file formats

- Ability to create high quality maps using common GIS techniques and cartographic best practices with firm understanding of symbology layers, styles, layout templates, and company prescribed workflows
- Experience in the use of common Geoprocessing Tools
- Experience with ArcGIS Online Applications and Dashboards
- Exhibit functional knowledge of data management
- Proficient in the use of Microsoft Office and/or other business communication software

Position requirements:

- 2 years required in GIS
- Knowledge of ESRI products - Minimum of intermediate knowledge of ArcGIS Desktop and ArcGIS Online. ArcGIS Pro a plus.
- Highly organized with the ability to multi-task, prioritize and meet deadlines.
- Self-starter who finds ways to exceed expectations.
- Find new ways to be effective and efficient.
- Ability to work with limited supervision.
- Accepting new technologies with desire to adopt newest processes and workflows.
- Ability to collaborate, teach and continually learn.
- Passion for visualizing data using a variety of tools.

Benefits:

Health insurance, Dental insurance, Long-term and Short-term disability insurance, Safe harbor 401(k), Health Savings Account, Health Reimbursement Account, Paid Holidays, Paid time off, Performance bonuses, Professional Development Assistance, Education and Training Expenses Paid.