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# Example of Project Scheduler Job Description

Our innovative and growing company is looking to fill the role of project scheduler. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for project scheduler

* Perform independent Time Impact Analyses, as needed
* Ability to work independently at client’s office, with minimal supervision, and interact with numerous client personnel
* Interfaces with operating and support groups (Purchasing, Contracts, Finance, QA) to collect data for preparation of schedules and reports providing status reports to internal and external contacts
* Experience in providing detailed analysis of project schedules
* Perform time impact analysis
* Have an understanding of policies
* Ability to work independently and interact professionally with Project Managers
* Develop Work Breakdown Structure (WBS) in conjunction with Project Management Team and Team Leaders
* Tracks actual vs planned/forecast vs
* Prepare progress schedule reports to the project managers to update, analyze and determine status of assigned project tasks

## Qualifications for project scheduler

* 0-3 years' of active commercial (heavy highway or building) construction experience
* A strong construction background on large, complex projects is highly preferred
* Bachelor’s Degree in Engineering, Architecture, or Construction Management and 7 or more years’ experience in project controls
* 3-7 years of experience in a project-based role
* Ensure the project planning data that is used in the execution of projects, resource planning, and milestone planning is up to date and accurate
* Monitor and measure project progress, identify and work program-wide issues, and provide support to PMO Director with respect to schedule and deliverables