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# Example of Project Scheduler Job Description

Our company is looking for a project scheduler. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project scheduler

* The scheduler shall have excellent computer skills with in depth knowledge of Primavera scheduling software and Microsoft Project
* Additionally, the Project Coordinator will communicate directly with government representatives regarding scheduling, to address pre-installation and post-installation matters on a daily basis
* Coordinates and supervises specific non-technical task or function
* Typically supervises between 2 and 10 employees Responsible for day-to-day coordination and administration of tasks by ensuring quality and productivity standards are maintained while meeting client schedules
* Coordinates with other contract and subcontract personnel to ensure work moves smoothly from one functional area to another
* Works with project manager and/or client to prepare work schedules and man-hour estimates
* Ensures proper training of subordinates
* Maintains record of changes in instructions and ensures all team members are informed of changes
* Assigns and reviews subordinates performance
* Prepares performance evaluations

## Qualifications for project scheduler

* Provide effective administrative support to facilitate efficient project management
* Be a document system expert
* Bachelor's degree in Construction Management, Civil Engineering or other closely related field
* Develop timelines and establish milestones and deadlines for multiple projects
* Conduct regular meetings with cross functional team to monitor action items and resolve issues as needed
* Lead cross functional team and manages day-to-day operational aspects of multiple projects and scope