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# Example of Project Scheduler Job Description

Our company is searching for experienced candidates for the position of project scheduler. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project scheduler

* Ensures completion of administrative reporting, , timecards, daily statistics, logs, and task narratives
* Responds to client requests and questions
* Assists with writing manuals and other documents
* Develop and implement project Work Breakdown Structure (WBS) for integrated resource-loaded schedule in Primavera
* Assist in developing project controls procedure for the overall project including schedule updating procedure, critical path and float identification, schedule integration, variance reporting
* Develop the master (resource loaded, integrated) schedule for the project by combining schedules for FEED contractor, PDP contractor, incorporating owner’s scope and assuring a comprehensive schedule that includes all project phases
* Define a project baseline for all project activities that results in an agreed to baseline schedule
* Support project reporting by supplying high level milestone schedules
* Hold periodic schedule update meetings with project managers and FEED and construction contractors to review critical path and any schedule variances from planned/baseline and provide suggestions for correcting variances that reduce float or affect critical path items
* Continuously monitor schedule and progress and alert Project Controls leader of any variances to plan that may affect meeting of deadlines or milestones

## Qualifications for project scheduler

* Track deliverables and project progress against deadlines and communicate delays to Program Manager
* Manages completion of projects within the time frame specified by the client, ensuring that all project requirements are met
* Screen and identify candidates to participate on project assignments
* Will provide work leadership to less experienced clerical and administrative personnel
* 3-5 years of related experience supporting operational activities
* Experience with MS Project or similar scheduling tool