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# Example of Scheduler / Planner Job Description

Our growing company is hiring for a scheduler / planner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for scheduler / planner

* You will develop and maintain accurate project schedules update and monitor progress
* Lead the development of a cross PMW (120/130/150/160/170/760/790) Aegis Ashore platform, similar to SCN DDG baseline (DDG 113AF)
* Responsible for orchestrating program development, procurement, integration and installation strategies
* Manage costs and coordinate Aegis Ashore SOW submissions from the product codes
* Develop and manage Aegis Ashore C4I installation and checkout schedule in an Integrated Master Schedule (IMS) format
* Track and maintain Information Assurance (I/A) status of all systems requiring an ATO/IATO PIT
* Host and orchestrate cross PMW support for Aegis Ashore program reviews
* Routine, short-notice CONUS and OCONUS travel associated with the above responsibilities
* Generates weekly and monthly reports in relation to schedules, shipments
* Analyses production specifications and construction data and performs mathematical calculations to determine material, tools, and human resource requirements for the schedule

## Qualifications for scheduler / planner

* Personality - hands-on, accountable, precise, process-focused, flexible, resilient, good logical thinker and has a global overview
* Multi-tasker, able to handle complexity, risk-taker, fast in actions
* Strong PC literate - MS Office - especially Excel
* At least a degree in Civil Engineering or equivalent
* Between 3 to 5 years’ experience in Project Planning for Infrastructure Projects (i.e Railway/Underground Projects) using Primavera P6
* Must be proficient in Microsoft Project and Microsoft office suite (Excel & Power Point)