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# Example of Scheduler / Planner Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of scheduler / planner. 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 scheduler / planner

* Prepares materials and supplies purchase orders, analyzes quotes and expedites deliveries and shipments
* Obtains materials from suppliers at the lowest cost consistent with quality standards, reliability of source, and considering the urgency of needs for the materials
* Processes change orders, notifies vendors of material and quantity requirement revisions, contacts vendors regarding rate adjustments and to resolve materials issues
* Compile the baseline schedule then track the schedule and make necessary changes to schedule as required
* Provide contract administration including but not limited to tender documentation, request for proposal, addendums, bid opening, evaluation, awards, meetings, change management, financial reporting and closeout
* Report Key Performance Indicators (KPI's) as required to the owner / EPCM
* Make schedule forecasts to foresee problem areas on the schedule and notify management when these situations arise especially when they affect the critical path
* Communicate with senior management in accordance with the limits of authority
* Track actual costs of the construction activities and compare them to the budgeted costs for each work section and report accordingly
* Compare percentage completion to date and costs for each work section to predict potential cost over runs and/or under runs as applicable

## Qualifications for scheduler / planner

* Must possess a High School diploma or GED, Associate’s Degree with technical area specific background and expertise
* Bachelor’s Degree in Architecture, Engineering, Construction Management or related curriculum
* 5-7 years of experience in a JDE Planning environment
* Computer proficiency in Microsoft suite of software, Excel, Word & Project
* Experienced in scheduling programs
* Experience utilizing CMMS