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# Example of Scheduler Senior Job Description

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

## Responsibilities for scheduler senior

* Represents the department as a key contact, interacting with Project Managers, senior internal and Client personnel on significant and complex project planning and scheduling matters
* Identify major activities to be performed and the preferred sequence in which they are to be accomplished
* Coordinate with project and program management to establish cost / schedule areas for the further definition of the scope of work
* Develop resource loaded detail schedules as identified for construction and design services for cost estimating purposes
* Establish a regular basis for updating the project and program schedule to ensure the timely transfer of schedule information
* Assess actual progress versus planned progress to determine trends
* Analyze trends and develop options for corrective action, to include performing an analysis upon various alternatives and presenting recommendations to project and program management
* Revise the project and program plan as required
* Ensure that schedule progress trends and schedule changes are communicated to all project and program team members
* Conduct “delay fragnet” analyses in claim assessments and negotiations

## Qualifications for scheduler senior

* Process a working knowledge in the use of Cost and Man hour Resource Loaded CPM Schedules
* Have a keen understanding in the use and analysis of Schedule Risk Analysis software
* Must have an understanding of construction means, methods, and sequences
* Ability to understand A/E design practices, sequencing, and schedules
* Ability to generate project construction schedules project design schedules
* Ability to utilize P6 and MS Project software