



# Example of Planning Scheduling Analyst Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is hiring for a planning scheduling analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for planning scheduling analyst

- Responsible for administering level of inventory, availability & managing key performance indicators
- Oversees and coordinates the administrative/operational aspects of ongoing projects within the program guidelines set by the Program
- Serves as liaison between project management and planning, project team, and supporting teams
- To meet productivity, quality, and customer-satisfaction goals and objectives
- Develops mechanisms for monitoring project progress and for intervention and problem solving with project managers, including
- Development of Quantifiable Backup Data, Earned Value Management Analysis, Schedule Risk Assessments, and Critical Path Review
- Provides the coordination between Directorate Leads / Supervisors and ensures all necessary inputs are included in the schedule
- May conduct & present performance/project analyses each month
- Handling multiple projects at one time and must be able to prioritize tasks, integrate data, and be focused on achieving program results
- Coordinate routine integrated master schedule (IMS) meetings with Directorate Leads and Senior Program Management

## Qualifications for planning scheduling analyst

- Top Secret clearance strongly preferred
- Strong verbal, written and presentation skills expected
- Candidates should demonstrate excellent organizational skills
- Good communication and interpersonal skills with hands on approach to process improvements
- Detect problem areas, define causes and create effective solution, exercising sound judgment in evaluating situations, planning actions, making decisions and setting priorities