Example of Program Scheduler Job Description

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

Responsibilities for program scheduler

- Ensure the accuracy of project planning data that is used in the execution of projects, resource planning, and sales forecasting is up to date and accurate
- Detailed master scheduling on the program side of Aerospace manufacturing
- Working alongside program managers to ensure successful intercompany work transfers between divisions
- Support project management process for new facilities (green field / brown field) start-up
- Improve standard procedures and develop new procedures pertaining to capacity analysis and work transfer
- Work with program management on new program development to ensure production is ready to meet future rate needs of program
- Conferring with Planning, Quality, and Design staff concerning product design and tooling to ensure efficient production methods that meet specifications
- Lead others in Risk Management process to ensure risk mitigation
- Apply an understanding of current Department of Defense (DoD) and Air Force acquisition instructions, guidelines, policies, and processes
- Continually assessing the status of critical path activities and contractual deliverables to proactively identify and mitigate potential projects risks related to cost, schedule and technical performance

Qualifications for program scheduler

- Proficient using the latest versions of Microsoft Outlook, Excel, PowerPoint

- Experience in full scope program support (IMP/IMS, complex baseline integration, MS Project interaction)
- Experience with IMP/IMS schedule structure schedules based on Work Breakdown Structures
- Ability to create and implement coding structures and use custom fields to generate schedule exception reports relative to the SOW, WBS, IMP/IMS, EVMS, time, manager and float values
- Minor domestic travel required