



Example of Project Scheduler Job Description

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Our innovative and growing company is looking for a project scheduler. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for project scheduler

- The project scheduler will support the work management process by supporting the scheduling process and scheduled weekly meetings
- The successful candidate will support Project Managers by assessing the reporting on fieldwork associated with assigned projects during their implementation phase
- Work closely with Program Manager in to drive consistency of project scheduling approach, style-guide approach, and implement processes and procedures to facilitate accuracy in project execution and reporting
- Work closely with Program Manager to develop schedule version control processes, policies, and procedures
- Assist in defining and implementing schedule software management processes and procedures regarding scheduling conflicts/changes
- Collaborate with Cost Controls to ensure project schedule and budgets are in-phase
- Mentor and train other Project Controls Specialists in project scheduling
- Candidate will be responsible for developing and integrating a branch wide schedule that highlights all key milestones and tasks which will be provided to the Branch Head and Project Support Team
- Duties / responsibilities will require the candidate to have the ability to independently work through all stages of tasking
- Assist the Project Team in evaluating and monitoring the Contractors progress schedule consulting and troubleshooting issues throughout the construction of the project

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- Superior written
 - Ability to work professionally
 - Military background and/or experience
 - Bachelor's Degree from an accredited college or university required, preferred field if study in Computer Science or other IT related field
 - Requires travel to jobsites as necessary
 - Undergraduate degree in engineering, construction management or another relevant discipline