



Example of Specialist, Planning Job Description

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Our growing company is searching for experienced candidates for the position of specialist, planning. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for specialist, planning

- Creation of shift bids (locations include multiple Reservations offices, Customer Care, Cargo, and Passenger Record Support)
- Coordinates all holiday bids and the annual vacation bids
- Prepare, update and maintain the relevant Commissioning schedules through contact with Company & Contractors Commissioning Teams
- Participate as required in the integration of Commissioning schedule into the Overall Project schedule
- Define and maintain the Work Breakdown Structure working closely with the Commissioning Site Leaders
- Prepare planning information for progress reports to highlight planned v actual progress, forecasted completion dates and any areas of concern
- Assist the Commissioning Manager in preparing a detailed monthly review on Commissioning Execution & Progress
- Coordination and planning of crude imports and products transports
- Planning of feed units (quality/quantity), special campaigns, blends and optimal operation taking into account the intrinsic limitations linked with safety, environmental and quality guidelines
- Prepare and Optimize recipes of blending (minimize give-away, etc)

Qualifications for specialist, planning

- Developing tools and processes to operationalize the selling process (beyond campaigns) including reporting, metrics

- Minimum of fifteen (15) years broad Oil & Gas project controls/Planning experience in all project phases
- Minimum of five (5) years in Primavera Administration
- Some experience in Internet of Things (IoT) architecture is preferred
- Ability to drive to solve problems, provide exceptional customer support and help others