

Scheduler

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Company: Parsons Corporation

Location: Saudi Arabia

Category: other-general

Job Description

Based on the West Coast of KSA and as part of our Program at Yanbu, Parsons is looking to hire a dedicated and focused **Scheduler** to join our team! In this role you will get to monitor and advises Projects Management Department in planning, scheduling and reporting matters collecting, evaluating and forecasting data as requested.

What You'll Be Doing

Responsible for planning, scheduling, progress forecasting and project coordination. Performs a major role reporting contractual responsibilities, scheduling and progress performance.

Monitors and advises Projects Management Department in planning, scheduling and reporting matters collecting, evaluating and forecasting data as requested.

Reports to Manager of Projects Management Department, Manager/Supervisor, Project Controls Section. Interacts with clients; suppliers; subcontractors; government agencies as necessary.

Major Activities Performed

Develops and monitors project schedules, depicts the sequence of events,

dependencies, and interfaces with other projects to clearly illustrate the strategy of the program to meet the requirements of the Projects Department Responsibility Assignment Matrix (RAM).

Develops major milestone activities from the project schedules or Projects Department RAM to monitor the operation of the work and the inter-relationship with milestones for design, engineering, and procurement.

Develops and monitors pre-award schedules and assists in RFP review and bid evaluations as required. Coordinates major milestone activities and established major contract events for incorporation in the RFP special conditions and pre-award reports.

Reviews, analyzes and recommends approval or disapproval of contractors detailed schedules, including manpower loading.

Summarizes approved contractor detailed schedules for incorporation in the Projects Department RAM utilizing established procedures.

Analyzes inputs and identifies areas where requirements are not being met bringing any scheduling problems to the attention of Project Section Manager with proposed solutions. Identifies potential contract changes and develops appropriate logic schedules.

Deliver timely, accurate and sensitive project controls report to facilitate a clear understanding of the performance of the project in relation to planned performance targets.

Develops trends and forecasts of design contract progress relative to major milestone activities and provides input to Monthly/Quarterly Progress Reports.

Utilizing information from the Projects Department RAM and contractor submittals, prepares scheduling presentation materials as required by the Project Section Manager.

Reviews and assists in resolving and processing claims, back charges and invoices.

Performs other duties as assigned by the Project Controls Section Manager/Supervisor.

Performs other responsibilities associated with this position as may be appropriate

Any Applicants must possess the following credentials / qualifications / experience:

Bachelor's degree in engineering or business.

Minimum 3 years of relevant experience.

Experience with planning and scheduling of project activities particularly using computer-based scheduling software such as Primavera, Microsoft Project or similar programs is required.

Expert knowledge in the use of Microsoft Office products, including Access, Excel, Word and PowerPoint is required.

Demonstrated ability to function effectively in a team environment with colleagues and subordinates of multiple ethnicities and cultural backgrounds.

The ability to communicate effectively in spoken and written English is required.

Minimum Clearance Required To Start

Not Applicable/None

Parsons is an equal opportunity employer committed to diversity in the workplace.

Minority/Female/Disabled/Protected Veteran.

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