

Project Scheduler

Grant Thornton is proud to support a leading telecommunications company in their search for a skilled and experienced **Project Scheduler**.

This is a key role in ensuring the successful planning, coordination, and execution of complex projects across international teams.

As a Project Scheduler, you will play a vital part in building and maintaining integrated master schedules, tracking project progress, and identifying risks, while collaborating closely with engineering and project management teams.

Duties and responsibilities:

The Project Scheduler main tasks and responsibilities will include:

- **Develop and Maintain Integrated Master Schedules:** Create, update, and manage comprehensive integrated master schedules for multiple projects, ensuring alignment with project goals and timelines.
- **Schedule Integration:** Integrate individual project schedules into a cohesive master schedule, identifying and resolving conflicts and dependencies.
- **Critical Path Analysis:** Perform critical path analysis and provide recommendations for optimizing project timelines and mitigating risks. Run reports to support priorities based on critical path, float and back stop dates.
- **Progress Monitoring:** Regular track and report project progress against the integrated master schedule, updating schedules with actual performance data and identifying variances.
- **Collaboration:** Work closely with project managers, engineers, and other stakeholders (SMEs) to gather schedule inputs and ensure cohesive planning and execution.
- **Reporting:** Generate and present detailed schedule reports, including Gantt charts, milestone forecast reports, progress S-curves, and resource histograms, critical path task prioritization to project teams and senior management.
- **Schedule Audits:** Conduct regular schedule reviews and audits to ensure compliance with project requirements and best practices.
- **Documentation:** Maintain comprehensive documentation of the integrated master schedule, including changes and updates for reference and audit purposes. Ensure all Scheduler owned documents and reports are uploaded in the correct location in a timely manner.
- **Resource Allocation:** Coordinate resource allocation across multiple projects, ensuring optimal utilization and avoiding conflicts.
- **Training and Support:** Provide training and support to project team members on integrated scheduling best practices and software functionalities.
- **Conduct other technical tasks as assigned by the project manager and/or line manager**

Experience Required:

- Minimum 10 years of relevant experience in project scheduling, with a focus on integrated master scheduling for large and complex programs.
- Experience with Earned Value Management (EVM) as a tool for measuring the performance and progress of a project. It integrates scope with the schedule and cost for objectively measuring project performance and progress and for forecasting project outcome
- Technical Skills: Proficient in scheduling software. Must have experience in Microsoft Project, and Microsoft Office Suite (Excel, Word, PowerPoint). Smartsheet, PowerBi Integration and experience with coordination and integration of ERP and planning tools for common data structures and exchange of data for cost and progress tracking preferred but not required.
- Knowledge: Strong understanding of project management principles, critical path method (CPM) scheduling, and resource management.
- Analytical Skills: Excellent analytical and problem-solving skills, with the ability to interpret complex project data and provide strategic insights.
- Communication Skills: Strong verbal and written communication skills, with the ability to interact professionally with diverse project stakeholders. Comfortable leading project calls to drive updates and team alignment.
- Attention to Detail: High level of attention to detail and accuracy in schedule development and reporting.
- Certifications (Preferred but not mandatory): Project Management Professional (PMP), PMI Scheduling Professional (PMI-SP), or equivalent certification.
- Preferable: Previous professional experience working in a Military and/or Government environment

Competences / Skills Required:

- A Bachelor's degree in Project Management, Engineering, Business Administration and 5 years relevant work experience.
- Strong attention to details and technicalities.
- Good written and verbal communication skills.
- Good interpersonal and multi-tasking skills.
- Fluent in both spoken and written English.

What will we offer to you?

- Supportive and collaborative work environment
- Attractive compensation and performance-based bonuses
- Opportunities for formal training and professional certifications
- Mentorship and guidance from experienced professionals
- Flexible way of working
- Employee Assistance Support
- Private health insurance

If you're ready to take your career to the next level in the telecommunications industry, we invite you to apply. Please send your updated CV to careers@mk.gt.com. We look forward to connecting with you and exploring the opportunity to work together.