

## **Job Description**

Position: Planner

Location: Anchorage

Duration of contract: 11 months

Required start date: October

Number of Positions: 1

## **Work Description**

The Planner will be responsible for maintaining overall project planning and scheduling controls, plans and procedures.

## **Responsibilities**

The Planner's duties and responsibilities are as follows:

- Adhere to Client's Engineering and Projects (E&P) Segment financial, business and project processes.
- Provide all necessary schedules to ensure the development of proper estimates and cost forecasts within a project stage.
- Coordinate and develop appropriate internal and external schedule benchmarks and technical limits.
- Work extensively with Primavera P3 and Maximo scheduling tools.
- Implement and monitor schedules within each sub-project.
- Analyze and monitor progress against milestones and associated deliverables.
- Develop, maintain and periodically issue associated progress curves, completing estimates, earned value, etc.
- Mentor and coach others on schedule controls to aid project delivery.
- Perform other associated duties as assigned.

## **Experience & Knowledge**

To be considered for the role of Planner, applicants must have the following qualifications:

- Past experience of performing project services or control functions
- Experience working with small teams and contractors
- Extensive experience with Primavera P3
- University degree

## **Preferred Qualifications**

In addition to the required qualifications, the successful candidate is likely to be able to demonstrate the following:

- Extensive experience in projects
- Experience in planning and scheduling brown field modification projects

## **Any Other Relevant Information**

Bachelor's degree required

English fluency required

Local Candidates Preferred