

Job Description
Position: Scheduler
Location: North Slope
Duration of contract:: 11 months
Required start date: October
Number of Positions: 3
Work Description
The Planning and Scheduling Engineer will be responsible for a comprehensive schedule control system, including day-to-day planning activities and the integration of contractor schedules into the overall project schedule.
Responsibilities
The duties and responsibilities for this role are as follows:
Plans and Procedures
<ul style="list-style-type: none">• Develop the project planning and scheduling controls strategy, plans and procedures, reflecting client and contractor roles and responsibilities.• Adhere to the segment financial and business and project processes.
Estimates
<ul style="list-style-type: none">• Provide the necessary schedules to ensure the development of proper estimates and studies within a project stage and for sanction.• Coordinate and develop appropriate internal and external schedule benchmarks and technical limits.
Schedule
<ul style="list-style-type: none">• Prepare and implement project-wide work breakdown structure (WBS) / cost breakdown structure (CBS), working with the Cost Engineer.• Ensure the preparation and development of appropriate detail and summary project control schedules.• Implement and monitor schedules within each project stage and for entire project until completion or close-out.• Look ahead to ensure readiness to progress forward works.• Ensure the preparation and develop the interface schedule.• Coordinate preparation of schedule risk analysis.
Change Management
<ul style="list-style-type: none">• Provide schedule input to and implement schedule element of the change management procedure.
Risk Management
<ul style="list-style-type: none">• Provide schedule input to and implement the schedule element of risk management plan.• Coordinate the development of risk mitigation plans as delegated.

- Link schedule element of risk process to change process and estimate.

Reporting

- Prepare and implement project-wide progress measurement and reporting system, including roll-up levels, section weightings and reporting cycle calendar.
- Develop and issue various reports to appropriate stakeholders.
- Prepare and present project information to appropriate stakeholders.
- Develop project closeout plan.
- Develop commercial interface.

Any Other Relevant Information***Languages***

English fluency required

Local Candidates Preferred