## JOB DESCRIPTION

| **Title** | PROJECT SCHEDULER |
| --- | --- |
| **Reports To**  | [INSERT TITLE]  |

**Job Purpose**

The **Project Schedule**r is responsible for assisting the team of workers in task planning and execution. Specifically, the Project Scheduler oversees the central system that a team consults for information, working with project goals, timelines, and other relevant details.

This position is in charge of task coordination and ensuring that team members complete tasks on time. The Project Scheduler monitors project progress, makes changes, notifies team members of updates or delays, and provides management with reports.

With their solid industry knowledge and demonstrated project scheduling experience, the Project Scheduler may also detect potential scheduling issues and facilitate corrective action. Other recordkeeping duties are also frequently assigned to the Project Scheduler.

**Duties and Responsibilities**

Responsibilities include, but are not limited to:

* Creating, monitoring, and analyzing project schedules in accordance with best project practice standards
* Tracking, analyzing, and reporting data appropriately so that project teams can manage their projects and evaluate weekly reports
* Ensuring the accuracy of project schedules and version control
* Coordinating project schedules, tasks, meeting updates, and efficient report distribution
* Preparing, implementing, and monitoring scopes of work for control and integrity
* Monitoring the progress of projects, including identifying critical activities and reviewing forecasts and progress to date
* Maintaining a project risk register to ensure that risks are effectively managed in order to minimize their impact on project schedule, scope, and budget
* Maintaining baselines, conducting what-if analysis, and creating contingency plans
* Identifying project issues, monitoring action items, and collaborating with the project manager to ensure resolution
* Performing other related duties

**Key Qualifications**

* Bachelor's degree in project management or a related field is required
* XX years of experience as a project scheduler in a related industry
* Advanced knowledge of project management software
* Extensive experience in time management and scheduling
* In-depth understanding of the scope of projects in the industry
* Expertise in assessing project progress and facilitating interventions

**Core Competencies**

* Outstanding organizational and time management abilities
* Superior oral and written communication abilities
* Strong project management skills
* Keen attention to detail
* Excellent attention to detail combined with a goal-oriented attitude
* Excellent comprehension and analytical skills
* Strong problem-solving skills
* Strong team player
* Self-motivated

**Working Conditions**

* The standard workweek for this position is [insert #] hours. The standard business hours for this position is [insert core hours]
* Overtime and hours worked outside of the standard work schedule may be required.
* Sitting for long periods of time in front of a computer