



## **SENIOR PLANNER**

### **Role & Responsibilities Outline:**

The Senior Planner is an active member of a project team responsible for providing the planning expertise and experience required to schedule the work for large, complex design projects, and to manage the project schedule throughout the entire project lifecycle, with minimum to no supervision. Main responsibilities include:

- Assist the Project Controls Manager (PCM) with development and implementation of schedule management methodology, and ensure that all Company planning requirements are satisfied;
- Review the contract specification, assess the complexity of the project and agree with the Project Manager (PM) on the best strategy for project schedule management;
- Develop a high-level project schedule during the tendering phase;
- Lead the project team in the development of the schedule for the contracted scope of work, ensuring that all schedule interfaces with internal stakeholders, the customer and any other relevant party are properly incorporated and managed;
- Conduct review and analysis of the schedule development outcome with the Project Management Team, and gain stakeholders' approval for the project schedule, so a schedule baseline can be set;
- Gather actual data, provide timely update of the project schedule, and develop reliable schedule forecasts;
- Analyse schedule performance, identify deviations from baseline and reasons, and communicate them effectively to PM, along with proposed measures to reduce variances;
- Forecast the impact on schedule of proposed changes and manage changes in accordance with the applicable change management procedure
- Prepare schedule status (KPIs, progress, resource allocation analysis, etc.) reports and presentations as required to meet internal stakeholders' and customer's needs;
- Develop and lead training programs on the current schedule management processes, tools and best practices;
- Review the capability of the utilized software tools to support the projects' needs, and make appropriate recommendations as needed.

### **Requirements:**

- Bachelor's Degree in Engineering;
- Minimum 5 years' experience in planning large, complex projects, and at least one year in planning of ship/marine design projects;
- Proficient in using Primavera P6; knowledge of MS Project;
- Minimum of 3 years' experience in an ISO 9001 registered company;

- In depth knowledge of concepts and principles of project management and planning;
- Proficient in using MS Office applications: Excel (advanced level), Word, Power Point (intermediate to advanced level);
- Able to understand an ERP system and the implications of the planning system in the Company's cost control system;
- Fluency in English, spoken and written, at least B2 level.

The ideal candidate should be a self-starter, have excellent organizational skills, pay attention to details and take pride in delivering high quality work.

It is mandatory for the candidate to be available for relocation in Galati

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