



NCB CONSTRUCTION

We Are Hiring!

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| Job Title: | Construction Project Scheduler |
| Company: | NCB Construction Ltd |
| Reports to (position title): | Construction Operations Manager |
| Supervises (if applicable): | N/A |
| Prepared/revised (date): | October 2021 |

We are seeking experienced applicants for the position of **Construction Project Scheduler**.

Key responsibilities and job duties will include but not be limited to:

Job Purpose:

To support the Project Manager/s to develop, maintain and revise a robust project schedule across multiple job sites to ensure the project is delivered within the projected time frame. The Scheduler's responsibilities include implementing and overseeing project schedules through collaboration with the Project Manager/s, identifying potential scheduling delays and preparing progress reports.

The ideal candidate should possess solid industry knowledge, have demonstrable experience in project scheduling and utilize standard planning and scheduling methodologies and tools. They should have the ability to generate forecasts, identify future resource demand and establish and maintain internal controls to guarantee consistent reporting of accurate information.

Main duties and responsibilities of this position include the following:

- Create and maintain master schedule/s and provide regular formal and informal summary reports on project progress.
- Manage time and resources to ensure projects are completed on time in line with project priorities.
- Track critical activities, milestones, interdependencies, and changes to critical path impacting the project.
- Report on delays including weather, resources (people, equipment, and materials) and information (drawings, responses to RFIs and COs).
- Propose alternative solutions / workarounds to regain slippage to the schedule.



- Advise the Project Manager of the impact a CO has to the schedule.
- Assess and validate sub-contractors contract schedule accuracy.
- Integrate multiple schedules into master schedule and manage the baseline.
- Project future resource demand and resource load across multiple phases of a job.
- Set up key performance metrics, analyze and report on them on a regular basis.
- Identify project risks, conduct impact analysis and review with the project team.
- Support the wider project team in preparation of the project scope, budget, and schedule.
- Collaborate with the Training & Business Development Coordinator to drive consistency of the project scheduling approach to facilitate accuracy in project execution and reporting company wide.

Requirements, Qualifications, Abilities & Experience include the following:

- An Associate Degree or equivalent qualification in a related technical field.
- Sound understanding of construction logic and sequencing of builds.
- Proficient in using MS Office, including MS Project and / or Primavera P6.
- Knowledge of Critical Path Method (CPM) scheduling.
- Professional certification in AACE, CMAA or PMI would be advantageous.
- Ability to interpret construction specifications and drawings, as well as an understanding of contract principles.
- Excellent communication (verbal and written) and people management skills.
- Strong organizational and planning skills to achieve a project within the acceptable time frame.
- Ability to manage multiple assignments simultaneously.
- Demonstration of flexibility and adaptability in work style to better respond to multiple requests/tasks and handle sudden changes in priorities.

Excellent team player with the ability to work well with others or under own initiative with a positive attitude.

Salary

Starting salary from CI\$50,000 per annum, commensurate with the qualifications and experience of the successful candidate.

Applications should be sent to hr@ncbgroup.ky, referencing Construction Project Scheduler Application in the subject.