

Atkinson Design is currently looking to fill the following position for our client in their London office....

Position: Senior Scheduler

Location: London, Ontario

Role: (Full time)

Our client has a fifty-five year history of building and operating within a unique set of values including mutual trust and entrepreneurialism.

Responsibilities:

Support Estimating, Operations and Projects through the preparation, monitoring and updating of schedules and by providing planning services. Assists site management in formulating action plans to correct scheduling problems. **This individual must have a strong construction scheduling background – not manufacturing.**

- Prior to project start, create and revise preliminary master schedules for Operations detailing the sequence of all work to be performed.
- Maintain master schedule for each project and identify and record the impact of work performed and not performed as schedule. Evaluate actual construction progress and provide regular schedule updates.
- Interface with Operations, Owners, and Subcontractors to discuss impact of work and resolution of problems.
- Contribute to the development of working schedules for Estimating, prior to proposal date that sufficiently illustrate the sequence of work activities and contract time.
- Prepare and issue proposal and preliminary schedule.
- Incorporate Resource and/or Cost Loading data into schedules as required.
- Serve as technical advisor for the solution of difficult production problems.
- Consult the appropriate project team members and the companies estimating procedures as a means of ensuring that proper planning is completed prior to the commencement of work.
- Assist Project Managers in creating short-term schedules, monitor such schedules to determine impact on master schedule, and help in formulating actions to correct scheduling problems.
- Provide information as needed on the content, modification, or presentation of project schedule.
- Identify scheduling software training needs among employees and provide training when necessary; remain current on the advancements in scheduling software.
- Responsible for continuously expanding and updating professional knowledge and honing training skills in order to enhance individual and team innovation and productivity.

Qualifications:

- 10-15 years of experience
- Management Experience Required
- Minimum Education – Professional
- Willingness to Travel – Occasionally

Optimum Skillsets and Competencies

The ideal candidate would have:

- Educational and experience requirements include a relevant degree plus ten or more years similar construction scheduling experience.
- Equivalent combinations of training and/or related experience will be considered.
- Sound knowledge of schedule systems, principles and practices required.
- Working knowledge of computer scheduling programs (i.e. Primavera, P3, Microsoft Project, SureTrak) and department computer system is beneficial.
- Must have excellent verbal/written communication skills and effective interpersonal skills.

Interested candidates should send their resumes to wendy.atkinson@gadp.com. Please indicate in **Senior Scheduler- Construction** the subject line.