



Position Title: Project Scheduling Assistant

Reports To: Project Director

Job Purpose:

A Project Scheduling Assistant is a position in the Project Management segment. The primary purpose of a Project Scheduling Assistant is to manage the company's project schedules through scheduling software and with training other managers in construction/fabrication schedules and the scheduling software. Work with Project Managers daily to update project schedules to real-time information and deliverables that all other segments in the company can rely on.

Requirements:

- College or Technical School degree in architecture, engineering, or construction scheduling is preferred.
- Background and experience in architecture, engineering, or construction scheduling is preferred.
- Background and experience in exterior cladding and/or other building products fabrication and scheduling is preferred.
- Must demonstrate the aptitude to read and understand project schedules, vendor lead times, construction durations, and construction sequences.
- Must demonstrate the aptitude to understand and check project schedules, project layouts, engineering, fabrication, and installation procedures.
- Must be willing and able to collaborate, train and mentor other Project Managers.
- Must demonstrate an aptitude to learn and understand construction sequencing, quality standards, and product limitations.
- Must demonstrate an ability to make sound decisions quickly and convey accurate information to the Project Team.
- Must be able to prioritize and complete multiple tasks that may be of varying urgency to multiple members of the Project Team.
- Scheduling software experience required. Experience using ASTA Power Project is preferred.

Responsibilities:

- Assisting the Project Director and Senior Project Managers by taking ownership of project schedules that will impact all facets of our business.
- Assisting Project Managers by ensuring that project schedules are updated with current real-time accurate information & align with customer expectations.
- Assisting Project Managers by creating Gantt chart schedules that accurately portray real-time information and communicate that information effectively to customers.
- Perform initial setup of project schedule and maintain throughout the project duration.
- Assisting Project Managers by preparing project schedules and other company Segment Managers related scheduling views.
- Perform initial review of project schedule to ensure all lead times and durations are correct while also considering the scope of work, sequencing, material scheduling constraints, and internal capacity issues.
- Assisting Project Managers in the typical sequencing of internal steps required to complete a successful project.
- Attend all relevant project scheduling meetings.
- Keep up with Project Milestones and develop metrics to catch Project Milestones that slip or delay past the date.

Work Context:

- High degree of accuracy, attention to detail, and exactness are extremely important in this position.
- Ability to work with a wide variety of MillerClapperton employees, customers, and personalities.
- Ability to manage stress and high-pressure situations.
- Excellent verbal and written communication skills are essential to communicate with employees and customers.
- Excellent time management and prioritization skills are necessary due to the demands of the position.
- Out of state travel by car or airplane may be required.
- On the jobsite training will be required.

Physical Demands:

- Light exposure to typical construction work areas and jobsite terrain.
- Typical workday will be in the office.