Job Description

**Job Responsibilities:**

* Developing and documenting processes and procedures in order to establish consistency and accuracy
* Managing, maintaining, and updating the department’s master project schedule bi-monthly.
* Generating and distributing reports in order to assist with the management of projects (i.e., schedule variance report, schedule look ahead reports), and thereafter communicating project status to other departments.
* Facilitating monthly priority/status meetings between various departments and organizations.
* Performing schedule validations and risk assessments

Job Summary

This position is responsible for providing best in class support for the day-to-day operations of the company. Responsibilities include generating and distributing reports in order to assist with the management of projects, facilitating monthly priority/status meetings between various departments and organizations, and performing schedule validations and risk assessments.

Competencies

Delivering High Quality Work

Driving Continuous Improvement

Working Safely

Skills

Planning and Organizing

Scope Control

Task and Project Planning

Time and Task Management

Education

Associate's Degree in Engineering or Business

Bachelor's Degree preferred