



JUNIOR SCHEDULER

Responsibilities:

- Provide scheduling support to assigned projects
- Help to monitor and maintain project schedules
- Participate in updating the master schedule and enterprise reporting.
- Assist Project Managers and Superintendents in developing and maintaining a project baseline schedule including resource planning and cash flow
- Gather schedule information, update, analyze, and prepare reports of the project's progress
- Prepare concise schedule narratives describing the status of assigned projects
- Ensure compliance with company scheduling standard operating procedures
- Maintain quality assurance and control on assigned project schedules
- Qualifications:
- Bachelor's degree in applicable discipline or a minimum of 2 years of scheduling experience on large-scale construction projects
- Experience preferred in preparing schedules for building projects
- Experience preferred with Primavera Scheduling Software including resource loading capabilities.
- Experience in running the most current version of P6 Scheduling software is preferred over P3 since we are phasing into P6. (P6 Engineering and Construction)

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to stand for long periods of time; talk or hear; walk; sit. The employee is frequently required to reach with arms and/or hands; bend, kneel; stoop, crouch or crawl and climb; perform fine motor, hand and finger skills in the use of a keyboard, telephone, or writing. The employee is occasionally required to lift and/or move up to 30 lbs. Specific vision abilities include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee will spend their time on the physical jobsite; in a construction trailer; and occasionally an office building. This position is exposed to high temperatures; cool/cold temperatures; and loud noises.

Necessary Attributes:

- Candidate must possess Messam's Core Values: Passion, Integrity, Hard Work and Professionalism
- Must possess full proficiency in CPM scheduling techniques and principles, including the demonstrated ability to handle and prioritize multiple projects concurrently.
- Must possess excellent computer skills with working knowledge of importing and exporting information into Primavera P6 Scheduling Software using Microsoft Excel and Word Software.
- Ability to review and analyze schedules and changes to determine the impact on a project using CPM scheduling
- Ability to analyze and synthesize information in a concise manner and to make recommendations on strategies to resolve project issues is required.



- Strong oral and written communications skills and the ability to apply appropriate communication techniques to various individuals
- Positive customer service orientation, with both internal and external clients is required
- Strong interpersonal skills are required, demonstrating a consistent commitment and ability to work with diverse work groups and individuals

Messam Construction is an Equal Opportunity & Affirmative Action Employer.