

Program Scheduler: Program Scheduler I

Prepares, develops and coordinates the integrated master plan and integrated master schedule to meet all program objectives. Ensures major projects and program schedules and plans are horizontally and vertically integrated across company functional groups including finance, engineering, material, manufacturing, and quality. Tracks plans and schedules, performs risk analysis, identifies and resolves critical path and network logic conflicts. Utilizes Gantt, PERT, milestone charts, earned value management and other project management techniques to gauge progress and identify performance variances to facilitate focus and intervention on critical areas.

Knowledge

Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.

Problem Solving

Solves routine problems of limited scope and complexity by following established policies and procedures.

Discretion/Latitude

Work is closely supervised. Follows specific, detailed instructions.

Impact

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

Liaison

Contacts are primarily with immediate supervisor and other personnel in the section or group.

Minimum Education and Experience

1+ years directly related experience with Bachelor's Degree in Finance, Business or related field. Basic MS Word, PowerPoint and Excel skills.