

Program Scheduler: Program Scheduler II

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

Frequent use and general knowledge of industry practices, techniques, and standards. General application of concepts, and principles.

Problem Solving

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

Discretion/Latitude

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

Impact

Contributes to the completion of organizational projects and goals. Errors in judgement or failure to achieve results would normally require a moderate expenditure of resources to rectify.

Liaison

Frequent internal company and external contacts. Represents organization on specific projects.

Minimum Education and Experience

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