

Assistant Project Planner

Job Title: Assistant Project Planner

Company: Milestone Consultants

Location: DFW Metroplex, Texas

Job Type: Full-Time

Industries: Construction, Engineering, Transportation, Technology, etc.

About Us:

At Milestone Consultants, we are dedicated to helping organizations deliver strategic objectives through improved project delivery by providing project controls, construction, planning, and scheduling. We are seeking a highly organized, detail-oriented, and experienced assistant project planner to join our team.

Job Description:

As an assistant project planner, you will handle the administrative aspects of the schedule's maintenance and distribution. You are the liaison between the project and scheduling teams, facilitating communication and updates. This will primarily be a remote role with regular site duties.

Key Responsibilities:

- Collect task updates from project team members and ensure accurate data input into schedules.
- Coordinate schedule reviews and updates with all stakeholders.
- Ensure adherence to scheduling policies and procedures.
- Assist with creating and maintaining detailed project schedules using industry-standard scheduling software (e.g., Primavera P6, OTC), including the work breakdown structure, resource allocation, and critical path analysis.
- Collaborate with project teams to gather accurate activity durations, dependencies, and resource requirements.
- Ensure all stakeholders have access to the latest schedule updates.
- Maintain version control for schedule documents.
- Prepare meeting materials related to scheduling.
- Coordinate with cross-functional teams (project managers, contractors, and external partners) to align project timelines.
- Regularly monitor project progress against the schedule, identifying variances and potential delays.
- Generate comprehensive project schedule reports, including progress updates, forecast analysis, and variance reports to communicate to stakeholders.

- Closely monitor schedule performance against key performance indicators (KPIs) and communicate deviations where applicable.
- Track scheduling KPIs – scheduling backlog, PM compliance, schedule compliance, etc.
- Perform schedule evaluation and report findings, including the critical path(s), longest path, milestone deviations, and slippage analysis. Assists in developing recovery plans.
- Monitor and track identified risks, updating contingency plans as needed.
- Present complex scheduling information clearly and concisely to diverse audiences.

Requirements

- Strong proficiency with scheduling software (e.g., Primavera P6, OPC, or similar tools).
- Familiar with project management principles and practices.
- Exceptional organizational and time management skills.
- Ability to manage multiple projects simultaneously and prioritize effectively
- Excellent communication skills, both written and verbal.
- Strong problem-solving abilities and a proactive mindset.
- PMP, PMI-SP, or similar certifications are helpful
- Proficient in Microsoft Office (Outlook, Excel, Word, and PowerPoint).
- Ability to work remotely, as well as travel to client sites regularly

How to Apply:

Interested candidates are encouraged to submit their resume and a cover letter via LinkedIn or email to info@milestone.us.com. We look forward to hearing how your skills and experience can contribute to our team's success.

Milestone Consultants is an Equal Opportunity Employer.

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#Careers #JobSearch #MilestoneConsultants