

## SENIOR SCHEDULER

---

'We're all Americaribe'. It means that we share the same culture, expertise & refers to the efforts we take every day to make ourselves operate more tightly and agilely. Our pride, achievements, and experiences have all tied to the minds of teamwork, innovation, and novelty. Talented newcomers with creative and technical skill sets like these, along with an energy and enthusiasm that effectively contribute to team morale, are always needed as Americaribe continues to grow. Beyond the high-level benefits and competitive salary is a plethora of opportunity to accentuate your career path, allowing growth from advanced trainings and experience, provided by Americaribe, to build leadership, versatility, & consistency.

Americaribe LLC. Is known for applying its capacity for technical and commercial innovation, cutting-edge engineering skills and expertise in development to offices, hotels, airports, hospitals, schools, housing, exhibition centers, leisure facilities, etc. Americaribe is the subsidiary of Bouygues Bâtiment International, operating in over twenty countries, also known for combining its networks alongside major contracts with highly added value.

### POSITION SUMMARY

The Senior Scheduler main responsibility is to generate and update project schedules, for projects in the US and Caribbean, using CPM scheduling techniques in Primavera (P6) / Asta / MS Project software from Bidding/Proposal through Commission and Turnover to Owner. The position will liaise with project team to update the project status and to generate reports that speak to issues regarding project schedule. This position requires travel 50% of the time in the Caribbean and US.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with Primavera software (P6) or ASTA or MS Project to assist with design, procurement, construction and commissioning scheduling
- Develop project based Work Breakdown Structure, liaising with all affected departments
- Produce and distribute weekly and monthly reports
- Interface with multiple subcontractors to integrate schedules into Master Schedule
- Assign logic, resources, costs, durations, activity codes and WBS to all activities in software
- Keeps up-to-date on project status and pertinent field activities
- Review, update and document project scope changes, trends and their impacts to the project schedule baseline
- Balance and organize multiple projects progressing at the same time
- Report resource allocation histograms, look-ahead's, as well as other reports to assist the project Executive Management team
- Communicate with project team to ensure project progresses is on schedule
- Prepare As-Built schedules

### SKILLS AND QUALIFICATIONS

- Candidate must have a Bachelor's Degree in Civil Engineering or Construction Management
- Candidate must have at least 10 years working experience of Primavera software (P6) / ASTA / MS Project
- Candidate must have at least 10 years of experience as Scheduler, working in building construction
- Candidate must be very proficient in Microsoft Office, especially Excel
- Candidate must have thorough understanding of sequencing of construction work including internal trades
- Demonstrated experience supporting, planning and organizing multiple projects, including monitoring and reporting project status, and coordinating activities to ensure timely project delivery
- Experience in generating schedules for claim purposes, Extension of time

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

**Americaribe, LLC is an Equal Opportunity Employer**