

JOB DESCRIPTION

Project Planning & Scheduling Consultant

Summary

Due to the continued increase in both client base and project workloads, GBA Projects is seeking an individual with 1-5 years of experience in project planning, or a graduate who shows a keen interest in a career in Project Management. Filling the role of Project Planner, Scheduler and/or Controller the successful applicant will have an opportunity to provide quality support services to several major projects across Australia, and will be provided opportunities for professional growth in the area of Project Management.

Duties

The applicant must be able to undertake the following duties successfully:

- Deriving work breakdown structures
- Developing time phased schedules
- Resourcing and deriving budgets for time phased projects
- Managing and Controlling time and cost on projects
- Provide regular reports to senior project team members
- Attend on-going training in core Project Management areas of knowledge

Roles / Responsibilities

The following roles shall initially be:

- Scheduling
- Project Controlling
- Liaising with Clients

Qualifications

Applicants must have suitable Tertiary qualifications and have an interest in pursuing a career in project management. Proficiency in the use of Microsoft Office is required. Applicants will be expected to learn professional planning packages as directed by staff and training consultants.

Interaction

The applicant will be under the guidance of the Managing Director of GBA Projects Pty. Ltd. and will report to the Operations Director.

The applicant will be required to attend regular company events and meetings and present themselves in a professional manner at all times to our existing and growing client base.

Payment

Remuneration will be commensurate with the applicant's qualifications and experience.