

Engineering Scheduler

Job Summary

Provide administrative and analytical scheduling support to the Program Management Office. Will provide critical schedule details to technical support teams throughout the United States and abroad. Functions may include tracking and forecasting project scheduling and data analysis relevant to project tasks.

Job Duties

- Provide assistance to Integrated Product Teams (IPT) to organize and facilitate project planning activities.
- Status an IMS via recurring interactions with members of the IPT.
- Provide timely schedule performance reporting to support decisions at various levels of the project organization.
- Facilitate the controlled change of schedule baselines including analysis, communication and documentation.
- Participate and provide input into IPT meeting and other program related events.
- Compile project analysis and information into a portfolio level to support executive level briefs, facilitating Schedule Risk Assessments and Integrated Baseline Review processes.
- Develop large complex schedules through analysis of Contract Requirements and interactions with a team, customizing Gantt charts, calculating and analyzing the critical path.
- Regular attendance at work and the ability to work flexible hours, including overtime, weekends and holidays.

Qualifications

Education: Bachelor's degree in Engineering, Architecture, Construction or a related field, plus five years' experience planning, scheduling, and/or statusing projects desired. An equivalent combination of education and experience may be considered.

Required Skills

- Ability to obtain and maintain a SECRET security clearance.
- Knowledge of the shipbuilding industry (detail design and construction processes).
- Experience in interpreting contract plans for scope of work, phasing, and contractual milestones.
- Intermediate level to Advanced Microsoft Office Suite including Word, Excel and PowerPoint, and scheduling software such as MS Project or Primavera.
- Requires strong analytical and organizational skills.
- Ability to work both independently and as part of the project team with the ability to exercise diplomacy and tact.
- Ability to multi-task and manage multiple projects and priorities effectively.

Desired Skills

- Experience creating/managing schedules for a Government program (Coast Guard or Navy experience).

Employer Benefits

Company paid health, dental, and life insurance; other benefits include vision, disability, accident, cancer, and life insurance, pre-paid legal, paid vacation and holiday pay.

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disability status or any other status or characteristic protected under applicable federal, state, or local laws. Pre-employment drug testing and physical required. For consideration, qualified applicants may apply in confidence at:

www.easternshipbuilding.com

Apply

Eastern Shipbuilding Group, Inc. - Human Resources
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134 S. East Ave., Panama City, FL 32401

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