

## **Scheduler- Al Ahmadiyah**

*Established in 1954 by Abdul Latif F. Al Thuwainy and Nagib Ibrahim Najjar, two ambitious entrepreneurs with the strong belief that building projects start with building relationships.*

Location: Saudi Arabia

Major: degree In Civil Engineering, or any related field

Experience: 1-3 years in project planning or scheduling roles.

### Major Responsibilities:

- Prepare detailed baseline schedules using approved methodologies and project execution plans.
- Break down project scope into WBS (Work Breakdown Structure) with logical sequencing of activities. Incorporate engineering deliverables, procurement plans, construction activities, and commissioning requirements into the schedule.
- Update weekly and monthly schedules based on site progress reports and stakeholder input.
- Monitor critical path activities and highlight potential delays with recommended recovery measures. Track manpower, equipment, and material availability to ensure alignment with schedule requirements.
- Prepare weekly and monthly planning reports, including progress curves, S-curves, look-ahead schedules, and variance analysis.
- Provide early warnings on schedule deviations and propose corrective or mitigation actions.
- Maintain accurate schedule files within planning software such as Primavera P6.
- Facilitate communication between teams to ensure alignment on project timelines.
- Ensure compliance with documentation standards and organizational policies.
- Leverage data visualization tools to enhance reporting and communication.
- Stay updated on industry best practices and integrate them into project planning activities.

### Additional Requirements:

- Strong analytical skills for forecasting and risk analysis.
- Professional certifications like PMP, PMI-SP, or Primavera certification enhance credibility and expertise.
- Ability to understand legal, regulatory, and environmental considerations related to project timelines.

### How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb), Ext. 7801; 7802