



Project Scheduler (P6)

About Vollmer

Vollmer is a multi-trade contractor that performs several services for our industrial, commercial, and institutional clients. From mechanical and electrical to data-communication and maintenance services, we are a leader in delivering multi-trade services throughout Ontario.

What sets Vollmer apart is our ability to pre-plan and coordinate projects; from controlling equipment schedules and material deliveries to finding and coordinating sub-trades. By excelling in these areas, we're able to execute an installation on time, within budget and most importantly, to our customers' satisfaction.

Vollmer believes that safety and quality do make a difference. We have developed an environment committed to continuous training and safety awareness. From president to craftsperson—safety awareness is a major priority.

The Vollmer Group of Companies have come to be recognized as the preferred multi-trade contractor and multi-trade service provider in Ontario.

Requirements

- You have a construction-related degree/diploma and 2 - 4 years of scheduling experience or an equivalent of technical training and experience.
- Strong communication skills including, dealing with engineers, architects, sub-trades, and our own workforces.
- Experience with Microsoft Office (MS Word and Excel), Microsoft Project, Primavera P6 (a must) and Procore is required.
- You have the ability to coordinate multiple schedules, solve schedule conflicts under pressure, and understand the complex building sequence.
- Must possess experience in a planning/scheduling capacity and proficiency in Primavera P6 and MS Project.
- Have familiarity with engineering design and construction practices.
- Ability to plan, organize, review, validate and present status updates to the schedule.
- In addition, applicants must have strong written and verbal communication skills, while possessing a positive attitude and strong relationship-building skills.

Key Responsibilities:

- Develop and maintain the project schedule and coordinate all inputs, reviews, and updates required for a functional schedule.
- Proactively identify problems or conflicts in the project schedule and assist the Project Manager in effectively managing a resolution.
- Support the Project Management Team in maintaining timely and effective change management processes, procedures, and systems.
- Retrieve, consolidate, and analyze information from various sources.

- Collaborate with field supervision on look-ahead planning and generate look-ahead schedules.
- Implement subcontractor schedules into the master project schedule.
- Apply schedule scope changes in alignment with contract requirements.
- Identify schedule delays, impacts, and variances to the baseline.
- Evaluate construction progress and provide regular schedule updates and schedule narrative.
- To be an active member of the project team and communicate schedule-related issues and opportunities.
- Prepare the project schedule in Primavera P6 including sequencing and duration, logic, and floats. resource loading, daily updates.
- Identify critical paths, identify, and produce slippage reports and provide continuous updates to the project team.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. Upon request, we can accommodate all applicants throughout the recruitment process. Due to the large volume of resumes we receive, we thank all applicants in advance for their interest, however only those under consideration will be contacted.