



People Connectivity

## PLANNING AND SCHEDULING ENGINEER/ SPECIALIST

### KEY RESPONSIBILITIES:

The Planning and Scheduling Engineer / Specialist is responsible for the planning, scheduling, and reporting activities for the General Management Team, the Regional Management teams, the Sections and the Building permits.

### DUTIES AND RESPONSIBILITIES:

- To work closely with the Technical Director and the General Planning, Progress and Risk Manager to implement strategies and processes defined by the General Management Team.
- To develop, maintain, and update project schedules, from preliminary schedule to detailed program using Primavera P6 software.
- To coordinate with project teams to ensure accurate and timely input into the project schedule.
- To monitor project progress, identify potential delays, and propose mitigation strategies.
- To ensure alignment of all planning and scheduling activities with the overall project timeline.
- To ensure that all planning and reporting activities comply with contract requirements and company standards.
- To collaborate with section managers to ensure that each section's schedule is aligned with the overall project plan.
- To identify and resolve any scheduling conflicts between the sections to ensure smooth project execution.
- To prepare and deliver regular project reports, including progress updates, schedule forecasts, and variance analysis.
- To develop dashboards and reporting tools to provide clear visibility of project status to senior management and stakeholders.
- To liaise with project managers, engineers, and other stakeholders to ensure effective communication and coordination across all sections.
- To act as the primary point of contact for all planning and reporting issues.
- To facilitate regular meetings to discuss project progress, risks, and issues, ensuring all actions are followed up.
- To work on programs evaluation and make suggestions for improvement opportunities.  
To evaluate supply chain and subcontract programs.

### REQUIREMENTS:

- Higher education, engineering degree preferred.
- Proficiency in Primavera P6 for project planning and scheduling and competence with MS Project.
- Experience with Power BI and Timeliner (TiLoS).
- At least 5 years of working experience as scheduling specialist or senior planner.
- High level of English, both spoken and written (at least at B2 level), fluent Latvian.
- Excellent reporting and documentation skills.
- High attention to detail and strong problem-solving skills.
- Ability to meet deadlines to attend the Project objectives.
- Ability to adapt to the different stages of the Project and eventual changes to the plan.
- Ability to handle multiple tasks at the same time.

### WE OFFER:

- Opportunity to gain professional experience in an international company.
- Monthly salary starting from EUR 3500.00 gross (based on experience and competence).
- Opportunities for professional development and career growth.
- Great working environment and support in the work process.
- Workplace in Riga.
- Health insurance from your first working day.
- Corporate and social events.
- Long-term stability.