



People Connectivity

## SITE PLANNING AND REPORTING ENGINEER

### KEY RESPONSIBILITIES:

To develop, update, and optimize project schedules, including schedules with resource and cost allocation. To ensure accurate progress reporting, coordinate subcontractor schedules, and integrate feedback from the site team to maintain real-time schedule accuracy.

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### DUTIES AND RESPONSIBILITIES:

- To prepare detailed work schedules within the construction section.
  - To update project schedules in line with the established reporting calendar.
  - To report on work progress in accordance with established standards and regulations.
  - To optimize the schedule and propose mitigation plans on ongoing contracts.
  - To develop and manage daily and weekly reports.
  - To provide input for the monthly reports.
  - To coordinate Subcontractor schedule updates based on actual site progress.
  - To review and ensure quality compliance of subcontractor schedules with contractual obligations.
  - To integrate feedback from site supervisors, engineers, and subcontractors to ensure real-time accuracy of schedule updates.
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### REQUIREMENTS:

- Higher education required, an engineering degree is an advantage.
  - Minimum 5 years of experience as a site engineer in construction, with a focus on planning activities.
  - Proficiency in MS Project or similar project planning software.
  - Strong reporting and documentation skills.
  - Proven ability to develop and manage baseline schedules and recovery plans.
  - Ability to read and interpret construction drawings and technical documents.
  - Capable of independently preparing and submitting monthly schedule updates using appropriate tools, incorporating actual progress, delays, and revised forecasts.
  - Ability to meet deadlines and align with overall project objectives.
  - Knowledge of the Latvian language and English language proficiency, both spoken and written, to perform duties in relation to all colleagues coming from JV partner companies.
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### WE OFFER:

- Opportunity to gain professional experience in an international company.
  - Monthly salary starting from EUR 2400.00 gross (based on experience and competence).
  - Opportunities for professional development and career growth.
  - Great working environment and support in the work process.
  - Workplace at Iecava.
  - Health insurance from your first working day.
  - Corporate and social events.
  - Long-term stability.
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### WE ARE WAITING FOR APPLICATIONS IN ENGLISH

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