

Acero Engineering Inc. ("Acero"), a growing facilities engineering company providing engineering, procurement and construction management expertise is currently seeking a motivated and enthusiastic individual to fill a **Contract** role as a **Project Planner/Scheduler**.

Acero is focused on facility and pipeline engineering, procurement and construction management services; from concept evaluation to plant start-up. Our core service offering is in-house project management, process, mechanical, electrical I&C engineering, project engineering, procurement, regulatory services and construction management.

Acero maintains a core belief that success depends on the development of long-term relationships, forged by providing clients what they ask for – which is not necessarily the same product across the board.

Our clients are typically looking for quick turnaround, flexibility and fit-for-purpose deliverables, with no unnecessary additional frills.

Why do employees stay at Acero? We provide a flexible and trusting team-oriented environment where hard work, discipline and honesty are encouraged and rewarded. We are driven to provide our clients with exceptional service.

Responsibilities:

Planning/Scheduling:

- Develop, review, approve, report, and schedule project activities and costs
- Ensure that all project work is effectively planned and scheduled

Estimating:

- Provide pricing methodology (to the extent required), assumptions and clarifications
- Maintain estimate documentation including support backup for future proposal development purposes
- Prepare for review and approval of all labour rates, mark-ups, fees, and pricing used for proposals
- Provide support with estimating and participate in major estimate reviews

Cost and Progress Reporting:

- Provide support for analyzing and forecasting project cost against the approved budgets.
- Coordinate information with the Project Managers whom are responsible to prepare and distribute monthly Project Administration Reviews
- Other tasks/responsibilities, as required

Compensation & Benefits:

Acero offers employees competitive wages and a benefits package. Salary will be commensurate with education and experience.

Preferred Education, Experience and Skills:

- Proficient with P6 Primavera Project Management (MS Project Experience is optional)
- Bachelor or Graduate degree in a related field
- Fifteen (15) years or more related experience
- Knowledge of engineering deliverable relationships and execution sequencing is required
- Field experience and construction planning is an asset
- Strong MS Excel skills for analysis and reporting
- Quality focused with strong attention to detail while being able to maintain a "whole project" perspective
- Excellent team collaboration and interpersonal skills
- Strong written, verbal, analytical and critical thinking skills
- Proven ability to work under pressure and meet tight timelines as occasionally demanded by our clients

Interested candidates may submit a resume to: hr@aceroeng.com. No phone calls please.

Please reference "**Project Planner/Scheduler (Contract)**" in your cover letter and email subject line. Only those being actively considered for employment will be contacted. Only those who are qualified and who are legally authorized to work in Canada need apply.