



Position :planning Engineer

Job Description :

- Prepares and submits master program of the project in consultation with Project Manager.
- Prepares and submits Planning Data's to be incorporated to the submittal of Project Progress Report (weekly/ monthly) in coordination with Project Manager and Site Quantity Surveyor and submit same to the Consultant / Client for Approval.
- Submits planning report such as preparation of manpower requirements for the project, preparation of material procurement report in accordance with approved program.
- Coordinate with Project Manager the effective implementation and monitoring of Look-Ahead-Schedule including the project actual accomplishments.
- Reports to the Project Manager the status of project progress against the plan schedule and provides corrective actions necessary if the planned schedule is not achieved.

Education: Education: Recognized BS degree in Engineering (Mechanical, Electrical)

Experience: 5-7 years minimum experience 3 years minimum of background experience in the planning of design/engineering activities

Skills:

- Good knowledge of engineering/design scope, job working instruction / procedures, good project control practices in planning and scheduling and overall awareness of projects in the field of petroleum and process industries
- Ability to follow verbal and or written instructions
- Ability to work under stress and handle stressful situations and meet deadlines
- Good report writing abilities
- Ability to establish and maintain working relationships with co-workers
- Strong team work attitude and ability to motivate the team members, significant communication skills, problem solving attitude, fast and multi-task execution capabilities, strong analytical mind set and imaginative problem solving ability

Knowledge:

- Has experience in specialized planning & scheduling software utilization (Primavera and/or MS Project)
- Knowledge of design standards and procedures would be an asset
- Full awareness and implementation of the requirements of the Quality Management system and the Environmental Management System