



Project Planner

Location: Belgium

Details of Position:

- Provide planning support to the project team for all planning related aspects.
- To assist project managers in the coordination of project activities from inception to realization.
- Assist project controls manager in monitoring performance of project i.e. bid vs actual, variation orders etc., identifying and communicating any deviations to the agreed work scope to the project controls manager.
- Planning of work in conjunction with the project team, customer and customer specific requirements.
- Liaise with project team, internal departments and other functional planners to obtain critical planning information required to update and progress project plans.
- Report slippages against project baseline and advise potential impact on project critical activities.
- Update and issue daily/weekly/monthly any status reports, milestones plans etc as specified by customer requirements or the project manager.
- Assist project manager in ensuring that the project objectives are met on time and to the specified cost and quality.
- Ensuring that all project documentation, files and plans are maintained in line with company procedures and key index filing system.

Working hours from Monday to Friday from 07.00AM to 05.00PM. (normal hours 50/week)

Accommodation, flights, transport and food allowance (on top of the rate) will be provided.

Salary / rate negotiable in accordance with Experience and Certification.

To apply please send your most up to date CV to joy.barry@randridge.com stating the job you are applying for in the subject line of the email.