



MS Project Scheduler

Join Our Team!

Are you a skilled MS Project Scheduler looking for an exciting opportunity? Join us as we embark on a dynamic project requiring expertise in project scheduling and resource management. We are seeking a knowledgeable and driven MS Project Scheduler to support us to develop a comprehensive schedule for 140 audit clients including critical milestones, deadlines and audit phases.

Responsibilities:

1. **Drive Project Success:** Collaborate with our audit team to develop and optimize audit schedules using MS Project, ensuring alignment with strategic objectives and timelines.
2. **Innovate and Customize:** Tailor scheduling methodologies and templates to fit unique project needs, leveraging your creativity and expertise to deliver tailored solutions.
3. **Problem-Solving Excellence:** Assign human resources to audit tasks based on skills, availability and project requirements. Identify scheduling bottlenecks early, offer proactive solutions to optimize resource use, and reduce processing time.
4. **Educate and Empower:** Provide hands-on training and support to the file manager, empowering them to maximize the capabilities of MS Project for ongoing success. Provide documentation of processes.

Requirements:

- Proven experience in project scheduling and resource management.
- Strong proficiency in MS Project
- Excellent organizational and time-management skills, with the ability to prioritize tasks effectively.
- Clear and concise communication skills, both verbal and written:

Hours:

We expect this project to last 12 to 15 weeks at 35 hours per week wrapping up no later than December 20, 2024.

How to Apply:

Interested candidates should submit a resume, cover letter, hourly rate expectations and contact information for three professional references.

Leslie Evans, Executive Director
Federation of Calgary Communities
110 720 28th Avenue NE
Calgary, AB T2E 6R3
Leslie.evans@calgarycommunities.com

Deadline: Open until a suitable candidate is found.

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