

Planner/Scheduler (W/M/X) Specjalista ds. planowania i harmonogramów (K/M/X)



Location: Warsaw/Krakow

We are an international engineering company providing services in the field of technical consulting, design, and investment project management.

Our GDC Poland is made of skilled experts and professionals that support local and international projects from offices located in Krakow and Warsaw. They cover the following markets:

- Advanced Facilities
- Water&Environment
- Transportation
- Energy&Power
- Cities&Places
- Digital

By working together in international teams and with different perspectives, we gain the experience that is our collective strength.

In Jacobs, every day is a chance to make the world a better place – let's design your career with us!

Responsibilities:

- Establish and leverage cross-discipline relationships within the business group to facilitate planning/scheduling.
- Understand emerging business/industry trends and the implications for planning/scheduling.
- Provide planning/scheduling leadership on project teams. Advice and counsel in areas of expertise.
- Actively review and thoroughly understand all aspects of the proposal or project contract. Define, document, and execute the strategy and plan for planning/scheduling activities that supports the overall proposal strategy or project requirements.
- Serve as a technical expert in planning/scheduling. Understand the relationships between the project controls functions: estimating, planning/scheduling, cost control, and risk management.
- Develop, via a top-down approach, project work plans and schedules that support the project/business group work processes and milestones.

- Baseline and issue network-logic-driven schedules that meet the needs of, and are used by, the project team.
- Update schedules with actual progress and forecast remaining durations, project milestones, and completion dates.
- Prepare schedule risk analysis to forecast schedule contingencies and related cost impacts. Support contingency management.
- Develop accurate and timely project labor hour forecasts with the participation of lead staff and project management. Prepare and issue schedule analysis narratives including recommendations for corrective actions for use by the project team to manage the work.
- Monitor earned value systems that accurately measure progress and performance. Analyze the data to lead project controls staff and the project team. Understand earned-value concepts and terms.
- Create and issue client and internal status reports that effectively communicate schedule status and identify critical path. Define corrective actions for implementation.
- Apply practical field experience with planning/scheduling knowledge to identify challenges to the project schedules and suggest mitigation plans.
- Deploy, implement and train on standard planning/scheduling procedures following the enterprise or business group procedures.
- Coordinate and communicate with other project controls and project team disciplines to develop deliverables.
- Identify and communicate key schedule issues to project/construction management in a timely manner to allow corrective action to be implemented.
- Supervise small to medium size projects with increasing complexity.
- Tutor and guide junior project controls staff in established planning/scheduling procedures and guidelines.

Here's What You'll Need:

- Bachelor's degree in construction management, engineering, project management, or related technical field. Experience in lieu of degree is acceptable.
- Minimum of 5 years of progressive experience with increasing responsibility.
- Implement and effectively use company-standard planning/scheduling systems (Primavera and MS Project) and project- or program-specific planning/scheduling systems.
- Possess excellent English oral and written communication skills.
- Be able to effectively communicate complex planning/scheduling information to varied audiences including engineering, project/construction management, and project teams.
- Be able to write accurate and meaningful project status reports and schedule narratives which communicate the status and issues of the project.

- Understand EPC/full-service project delivery processes. Apply the principles of project controls to planning/scheduling work processes.
- Demonstrate experience in engineering work processes and activity sequences.
- Demonstrate experience in Gantt charts, Critical Path Analysis and methodology.
- Demonstrate experience in using and understanding earned value progress and analysis.
- Demonstrate effective leadership in the execution of planning/scheduling activities on projects.
- Promote a positive working atmosphere. Motivate peers and junior staff.
- Independent, pro-active, accurate, with strong analytical and organizing skills.

We offer:

- International working environment and unique company culture with emphasis on individual career growth and work-life balance
- Friendly atmosphere and professional collaboration founded on diversity and inclusion in the workplace (e.g. employees' organizations like Women's Networks, Career Network Green Team, Toastmasters)
- Full time employment contract with salary corresponding to qualifications
- Flexible working hours and hybrid work model
- Benefits package including private medical care, insurance, Multisport card and other

To apply please go to: <https://careers.jacobs.com/job/18428964/planner-scheduler-w-m-x-specjalista-ds-planowania-i-harmonogram-w-k-m-x-warsaw-pl/>

To find more about our scheduling teams please go to:

<https://jacobs.foleon.com/jacobs-poland/polish/global-delivery-center?overlay=GDC-SchedulingTeam>

We know that if we are inclusive, we're more connected, and if we are diverse, we're more creative. We accept people for who they are, regardless of age, disabilities, gender identity, gender expression, marital status, mental health, race, faith or belief, sexual orientation, socioeconomic background, and whether you're pregnant or on family leave. [Find out more about life at Jacobs.](#)

As a Disability Confident employer, we will interview all disabled applicants who meet the criteria for a vacancy.

If you require further support or reasonable adjustments with regards to the recruitment process (for example, you require the application form in a different format), please contact the team recruitmentpoland@jacobs.com

Visit [jacobs.com](https://www.jacobs.com) and connect with Jacobs on [LinkedIn](#), [Twitter](#), [Facebook](#) and [Instagram](#)