

## Junior Project Planner

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Company: White Recruitment

Location: Hampshire

Category: computer-and-mathematical

### **Junior Project Planner – Winchester Area – £34,-£40,**

Junior Project Planner required to join a medium sized engineering company delivering mission critical solutions.

As the successful Junior Project Planner you will manage the planning and monitoring of projects, working with the project team to develop the most efficient project methodologies. The successful Junior Project Planner will ideally have experience using MS Projects and / or Primavera P6 software and will have previous experience working as a Project Planner, Project Coordinator, Project Engineer or Project Scheduler.

#### **The Package:**

Salary – £34,-£40,

37 hours per week Mon-Fri 08:30-17:00 and Friday 08:30-16:30

Private health care

Pension 6% company contribution

25 days holiday + bank holidays (increasing with length of service)

Death in service 4x annual salary

Cycle to work scheme

Bonus scheme based on company and individual performance

#### **The Role:**

To manage project plans on major projects that are fully cost, and resource loaded, in accordance with the requirements of the contract and company process.

To produce commentary on changes to project plans, managing critical path and forward

loading

To support the creation of internal planning processes and work instructions, ensuring they are followed on all assigned projects to allow for consistency and reporting.

Help develop and maintain a good working relationship with suppliers and clients.

Provision of project performance data (Earned Value Management), and project schedules in a concise and timely manner as required by the project team.

Successful in identifying any project deviations, slippage reports, opportunities, mitigations, and communication of same to the project team.

Ensuring that all issues within the programme are highlighted and understood by the project team and giving appropriate planning advice.

To ensure that all reports are accurate, produced in a timely manner and validated by the Project Manager to allow Senior Managers to direct the project appropriately.

To evaluate and assist with preparation of monthly progress reports, as required.

To plan and forecast utilisation of labour on the project and deconflict in line with process.

**Requirements:**

Must have previous Project Planning, Project Coordinating, Project Scheduling or Project Engineering experience.

Will ideally have experience of MS Projects and/or Primavera P6 software.

Must be eligible for SC and / or DV Clearance.

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