

Project Planner[931596]

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Company: WGM Engineering Ltd

Location: United Kingdom

Category: business-and-financial-operations

Main duties and responsibilities

Collaborate with project managers and stakeholders to develop comprehensive project plans, including scope, schedule, and resource allocation.

Create detailed work breakdown structures (WBS) to define project tasks and dependencies.

Develop and maintain project schedules using project management software.

Identify potential risks and develop mitigation plans to ensure project success.

Assist in the development of project budgets and cost estimates.

Coordinate with project managers to allocate and optimize resources for project tasks.

Monitor resource utilization and recommend adjustments as needed.

Ensure that resource allocation aligns with project priorities and timelines.

Establish and maintain project performance metrics and key performance indicators (KPIs).

Regularly track project progress against the project plan and budget.

Prepare status reports and dashboards for project stakeholders.

Implement and oversee quality assurance processes related to project planning.

Act as a liaison between project managers, team members, and stakeholders to ensure alignment with project goals.

Stay current with industry best practices in project planning and management.

Identify opportunities for process improvement and contribute to the enhancement of project management practices within the organization

To be considered for this position you will have at least 2-3 years previous experience within a similar level Planning or project planning role, Certification in project management (e.g., PMP, PRINCE2) is highly desirable as well as Proven experience in project planning and scheduling, preferably within complex projects. The ideal candidate must possess excellent communication and interpersonal skills as well as good attention to detail. A full uk drivers license is required.

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