

## Project Planner

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Company: Gaia Newton Associates.

Location: Yorkshire

Category: business-and-financial-operations

Role:• Understanding the clients project requirements• Understand the NEC contract requirements• Understand the Framework agreement requirements• Produce and maintain project programme• Coordinate monthly updates from the project teams including subcontractors• Produce monthly reports for the team & client including narratives. • Cost load and resource load the programme• Work with estimating and commercial teams on tender projects• Produce monthly progress reports• Monitor and Track change control

Responsibilities:• Liaise with the project teams to baseline programme• Liaise with the client planning manager• Monitor and track with the project team progress of the project through allphases• Compilation of Weekly / monthly reports as dictated by the project• Issue monthly programme updates in line with the contract requirements. • Monitoring performance of the subcontractors against programme• Attend collaborative meetings with the client• Attend collaborative meetings with the subcontractors and project teams• Break out package of specific works as required by the project team. • Report Change to the project manager for acceptance

Experience/Qualifications Needed:• 5 years demonstrated Planning experience• Competent in the use of Primavera P6• Primavera P6 certified or demonstratable experience• Experience of working within a multidiscipline team• Working knowledge of the NEC suite of contracts• Demonstratable knowledge of construction methods

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