

Project Scheduler I

Middleburg Hts., OH

Description

The successful candidate is skilled in basic project scheduling techniques, including resource allocation, documenting simple workflows, critical path analysis, identifying slack against a baseline, etc. Will be responsible for the creation and maintenance of project schedules using MS Project software. Responsible for interacting with project teams, creating reports used in project management and corporate resource management/project health metrics. Reports to Scheduling Department Manager.

Responsibilities

- Create and maintain project schedules with project managers using MS Project
- Document changes and revisions to the project schedules. Gather project status information and input data into the project schedule according to project needs and project manager inputs
- Utilize various corporate databases to obtain task status, tracking and validating project inputs
- Understand and create schedule baselines to track any changes in the project schedules
- Resource load schedules and convey information to project managers on resource constraints and leveling
- Conduct and understand critical path analyses of project schedules
- Assist in efforts to reduce bottlenecks in project schedules
- Create and facilitate meetings with project stakeholders

Requirements:

- **US CITIZENSHIP OR VALID GREEN CARD REQUIRED**
- Pass a project scheduling working knowledge assessment test
- Knowledge of the activities involved in building a project schedule from conception to project completion, scheduling theory, techniques and methodologies
- Experience with schedule maintenance activities
- Strong analytical, project management support, critical thinking skills
- Individual must be self-directed and work well within a team environment
- Strong organizational skills, attention to detail and effectively coordinate multiple activities to deliver products on time
- Excellent written and verbal communication skills
- Ability to learn new concepts and techniques quickly and effectively apply them
- Facilitate cross functional meetings. Good listening and comprehension skills
- Computer proficiency utilizing MS Office applications

Preferences

- Experience scheduling full project lifecycles in an aerospace engineering environment
- Experience with MS Project

- PMP-SP or PMP Certification

About Us

ZIN Technologies, Inc. is a federal contractor and an award-winning AS 9100 registered small, disadvantaged business (SDB) headquartered in Northeast Ohio. Established in 1957, ZIN is a leader in providing advanced engineering services and product development solutions for NASA, DoD, and private industry.

ZIN provides full lifecycle development of aerospace systems including design, development, engineering, integration, test, evaluation, orbital operations, systems modeling, simulation, verification, and validation. The flight hardware lifecycle spans concept definition, design, development, fabrication, verification, integration, launch, operations, and data processing.

We offer expertise in multi-discipline engineering, system and product development, production, and research and technology development. ZIN'S engineering capabilities include systems, mechanical, electrical, fluids, propulsion, structural, thermal, integration and test.

ZIN has a strong heritage in the areas of Space Operations including payload operations, space communications, navigation, and network reconfigurable testbed. ZIN supports exploration systems (ORION, SLS, ISS, commercial vehicles) and space technologies (advanced communications, power, propulsion, cryogenics).

Our award-winning 200+ person organization consists of scientists, engineers, designers, and technicians. ZIN employs an integrated performance-based management approach, providing experienced people, proven processes and tools and exceptional cost, schedule, and technical performance while identifying and managing program and project risks.

Offering Unsurpassed Product, Process and Service:

- Prime contractor
- Sub-contractor
- Product manufacturer
- Value-added service provider

Company Benefits and Programs

In addition to competitive salaries, ZIN offers excellent benefits to our associates, including medical, vision, and dental insurance; short- and long-term disability; life insurance; paid leave and paid holidays; 401(k) retirement plan (immediate vesting); education and training reimbursement; professional development opportunities; employee assistance program; flexible spending plans; credit union membership; and direct deposit.

ZIN-Technologies, Inc. is an Equal Employment Opportunity Employer

Minority/Female/Disabled/Veteran