

Project Planner

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Company: HITACHI ENERGY COLOMBIA LTDA

Location: Bogotá

Category: business-and-financial-operations

Description

Accountabilities including but are not limited to the following:

Plan the design, purchase and commissioning work on day-by-day basis.

Work with Project managers to produce detailed plans for the Project activities and all planned deliverables.

Project Planner is responsible for producing project control reports including variation reports regarding time as required by the Project Manager.

Ensure the development of project Master Schedule and project detailed schedule aligned with the milestones fixed by the Customer and/or management expectation on deliveries.

Ensure the implementation of integrated planning processes and standards.

Ensure the project EVA analysis (Economic value added) and reporting.

Support Project Team in the analysis of the scope of work, definition of the Work Breakdown Structure by implementing and optimizing project execution plans.

Support the Project Controller for the economical monitoring of the project.

Guarantee reliability and on time availability of project reporting.

Monitor work in progress to ensure that work is executed in compliance with the requirements of

the contract and schedule.

Ensures that an integrated schedule performance measurement process for the project's entire scope of work is provided.

Analyzes project requirements with project team, checks that all essential work activities have been identified in sufficient detail to serve as a basis for developing realistic project schedules.

Defines, jointly with the project manager, project work, develops and maintains properly linked, required resource loaded/integrated, baseline and current schedules that provide time phased baseline, actual and forecast data for project.

Monitors project progress and regularly analyzes project critical paths to ensure all critical path activities and project milestones are progressed to the plan, notifies Project Managers of any deviations or scheduling issues, and provides input for optimizing resources.

Issues progress reports, program updates and productivity data on a regular basis and as requested by customers and stakeholders.

Establishes a baseline plan for cash flow performance measurement. Works with project team to define the necessary resources for project completion, evaluating the work breakdown structure and standard productivity.

Works with project team to identify and assess the priority of project risks (e.g. schedule and scope risks), maintains the risk register and proposes mitigation plans.

Analyzes impact of risk on the overall timeline.

Regularly communicates with assembly and SCM team and updates schedules to ensure manufacturer and procurement activities take place in a timely way and lead times are optimized to meet schedule targets.

Background:

Engineering professional with at least 3 years of experience in similar roles.

Advanced English and Spanish level (mandatory)

MS Project management (mandatory)

SAP HANA (mandatory)

Power BI (desirable)

Organizational and planning skills

Assertive communication

Ability to work in a multicultural team

Ability to work under pressure

Other:

face-to-face work, 100% on site

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