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## *Job Descriptions*

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**Title:**

Asst. Scheduler

**Location:**

Primarily based in RA-LIN home office in Carrollton GA (Travel for site visits and meetings will be required)

**Description:**

- Prepare project schedules with information from past project data, project management and site management to include activities of all work scopes, the logic of activity sequencing, estimated durations, milestones, and constraints for various programs.
- Request update data from project teams, update project schedules using Primavera P6 scheduling software and distribute schedules for review.
- Assist preconstruction team with proposal schedules and assist with integrating the project schedule into construction contracts.
- Review project status, weather delays, material delivery data and on site productivity using Procore to assist with project schedule updates.
- Visit project sites as needed for progress updates, coordination and meetings.
- Prepare custom reports and analysis, as directed by management.
- Inform and advise the team with major milestones, decision points, project life-cycle and other project events.

**Education / Skills:**

- Associate/BA/BS degree in Construction, Engineering, Architecture, or other field.
- 0-2 years of experience in construction.
- Organized, self-starter and the ability to effectively communicate in a professional environment.
- Experience with Microsoft Word, Excel and PowerPoint.
- Strong written, verbal, and interpersonal skills; must be able to communicate ideas and issues effectively and concisely to all levels of management.
- Proven ability to drive process improvement, including the effective use of technology and automation.
- Knowledge with Primavera P6, Microsoft Project and commercial construction a plus.