

Project Controls Scheduler/Estimator

Title:	Project Controls Scheduler/Estimator
Location:	Calgary, Alberta
Travel Involved:	No
Job Type:	Part-time
Experience Level:	Intermediate
Education:	Related Post-Secondary Education
Reporting To:	Project Controls Manager
The Role:	<p>The Project Controls Scheduler/Estimator is a key member of the Keywest Projects' Engineering Team. You will be responsible for building, maintaining, and reporting project commitment budgets, costs, schedules, and changes for individual projects to ensure consistency, in processes and application of Project Controls practices.</p> <p>Additionally, this position administers and maintains the company Project Management software application.</p>
Responsibilities:	<p>The duties may include, but not limited to:</p> <ul style="list-style-type: none">• Establish collaboration with the internal disciplines the project team; track & monitor teams performance against commitments and provide Project Manager updates• Provide data and look-back analysis for project close out reviews – production, cost, schedule, risk management performance and associated metrics• Support the Project Manager with communicating project tracking vs. plans to Keywest clients and other stakeholders• Analysis and identification of project deviations from plan for team review• Capture changes in scope of work, and update schedule / cost estimates to reflect revised project scope. <p>Project Controls / Scheduling (50%):</p> <ul style="list-style-type: none">• Execute, prepare and maintain Schedules via MS Project and Primavera P6 for specified projects;• Assist in developing specific project codes of accounts (CBS,WBS);• Bi-weekly Project schedule reporting (tracking of baseline vs actual vs. forecast) for Management/Client review.



Project Controls / Cost Control (25%):

- Assist in preparation & maintenance of Cost Management Systems for assigned projects
- Weekly / Monthly Project reporting (tracking of budget vs. plan vs. forecast) for Management review; project cash flow forecasts; accrual reports
- Scan & Save invoice in designated Procurement folder for records
- Reconciliation of records.

Project Cost Estimates (25%):

- Assist in the preparation of Cost Estimates for review and approval by Management, Project Team & Client
- Cost Risk Analysis - report generation for review and approval by Management & Client.

Qualifications: The qualified candidate will possess the following:

- 5-7 years' experience within a Project Controls / Scheduling role
- Successful completion of post-secondary education, minimum 2-3 year program at an accredited college or university
- Excellent computer skills with advanced skills in MS Excel, Power BI, Word and Visio
- Ability to attend to details and work in a time-conscious and time-effective manner
- Experience with Project Management scheduling software applications
- Knowledge of Project Management software applications
- Experience in PMWeb or Sharepoint is considered an asset
- Experience in SQL databases and SQL and HTLM report writing is considered an asset
- Registration and certification with the American Association of Cost Engineers (AACE) or working towards certification is considered an asset

What We Offer: Keywest believes in growing careers as a team through opportunity and success and offers a fast paced and challenging work environment in an organization that values and encourages quality. We offer competitive remuneration, profit sharing plans and benefit packages along with development opportunities that align with individual career plans. We create an environment where people can capitalize on their strengths and develop additional capabilities.

We will contact only those applicants with whom we wish to arrange a follow-up interview. **No Agencies please.**

