



JOB OPENING

Master Scheduler/Planner

Job Description:

Metal Shark is a market leader in the design and production of military, commercial and recreational boats and small ships up to 250' in length. As a Master Scheduler/Planner, you will lead an integrated master yard schedule to encompass all projects contracts into one overall master plan. This integrated schedule will be resource loaded and allow materials to support schedule, and enable contract milestones to be monitored and met. You will leverage your experience and expertise to establish best schedule methodologies and implement best shipbuilding practices to centralize and support the project management role and function at Metal Shark.

Metal Shark is a young and dynamic company with a technology-centric approach to shipbuilding. Innovative thinkers, self-starting leaders and driven performers thrive in our environment. We are a growing small business, and as such, job descriptions evolve over time. It is likewise expected you will be flexible with evolving your role, based on need as well as your areas of aptitude and interest. Your potential job growth path includes Program Manager, PMO Director, or other Senior Management roles.

Daily Duties:

Master Scheduler/Planner

- Create project schedules for new builds, guiding an integrated master overall schedule for the entire operations. Schedule updates, resources loading, materials and subcontract work would also be formulated into the individual projects and overall master schedule.
- Work as part as a team with project managers, purchasing and operations
- Serve as single point of interface for VP Operations to support yard wide integration.
- Develop project and program metrics including EVM reports to the VP Operations
- Proactively identify risks and manage issues; create mitigation plans with project team and status reports

Process Improvement

- Apply proven project management techniques, methods and tools.
- Implement and establish the Project Management discipline throughout the organization by demonstrating effective planning, mitigation of potential issues, and visibility into cross-departmental issues.
- Support using the schedule and proper planning techniques with work orders and work packages.
- Develop collaborative solutions using business and technical expertise

Candidate Requirements

- 7-10 years professional scheduling/planning experience, with expert level in MS Project and/or Primavera
- Engineering degree in Naval Architecture would be highly desirable.
- PMP certification **highly** preferred, but candidates with commensurate, demonstrable expertise considered
- Intermediate to advanced skills with Microsoft Project and Microsoft Office (Word, Excel, Power Point)



- Detail oriented, highly organized, ninja-level multitasking skills.
- Proven team leadership and influencing skills. Must be a clear and direct communicator.

The following characteristics and skills will move your resume to the top of the pile:

- Experience in marine industry, especially past project management in a boat/ship building environment
- Experience with MRP, Inventory planning/management, manufacturing work flows, etc.
- Sharepoint experience and/or familiarity with MRP systems
- Previous experience implementing process and/or leading process improvement initiatives