



JOB OPENING

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 Scheduler/Planner, you will lead in the development of an integrated master schedule (IMS) to encompass all projects into one overall master plan. You will leverage your experience and expertise to establish best planning and scheduling methodologies and implement best shipbuilding practices to centralize and support the project management and controls functions 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 Planning Manager, Project Manager, and other Senior Management roles.

Daily Duties:

Scheduler/Planner

- Create project schedules for new builds, providing input to an integrated master overall schedule for the entire operation. Schedule updates, resources loading, materials and subcontract work would also be formulated into the individual projects.
- Work as part as a team with project managers, purchasing, and operations.
- Serve as single point of interface for General Manager and Project Managers to support yard wide integration.
- Develop project and program metrics.
- Proactively identify risks and manage issues; create mitigation plans with project team and status reports utilizing scheduling and cost performance and resource leveling.

Process Improvement

- Apply proven project management techniques, methods, and tools.
- Implement and establish the Project Management discipline throughout assigned projects 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

- 2 years professional shipyard scheduling/planning experience OR Industrial Technology/Engineering Degree
- Advanced level in MS Project and/or Primavera.
- Intermediate to advanced skills with Microsoft Project and Microsoft Office (Word, Excel, Power Point)
- Detail oriented, highly organized, 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