

BILINGUAL PROJECT CONTROL ANALYST SCHEDULER (PRIMAVERA P6)

Job Description: We are seeking a talented Project Control Analyst & Scheduler with Primavera (P6) knowledge to join our team. This is a full-time position working remote with occasional travel to the job site. Must be Fluent in English and live in driving distance to Ciudad Universitaria (University City) / CDMX.

The Project Control Analyst & Scheduler role is an integral part of the project control team. This strategic role works directly with clients and is a key team member in the development, planning, and oversight of projects. This role will be responsible for working directly with clients on planning and scheduling of projects including resource planning, milestone tracking, updating logic driven schedules, utilizing Critical Path Methodology in review and analysis, cost analysis, and is responsible for reporting schedule deliverables.

Requirements:

Strong Oracle Primavera P6 knowledge

4 - 10 years of Project Scheduling and Planning Experience in Construction.

Ability to Travel a plus (as required).

Duties and Responsibilities

- Develop all schedules using the Critical Path Method (CPM) in Primavera P6.
- Develop, monitor, and update resource-loaded schedules.
- Evaluate, perform resource analysis, perform critical path analysis, and prepare reports.
- Perform CPM schedule development, schedule analysis, and prepare schedule presentations using Primavera P6.
- Develop standards/guidelines for pre-award project schedules in conjunction with Project Management

- Develop project/construction baseline CPM schedules in accordance with developed guidelines for approval by project teams.
- Provide support, scheduling assistance and education to project team members.
- Develop schedule templates for future use.
- Generate reports and update project schedules to include any scope changes on a weekly or as needed basis.
- Establish and maintain effective relationships with all project team members.
- Review and verify all project-related scheduling information with project teams.
- Develop, monitor and update post award schedules.
- Submit and present schedules and progress reports at project meetings.
- Develop and maintain an effective quality control program to ensure services are performed in accordance with established standards.
- Develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services.

Minimum Qualifications, Skills, and Educational Requirements

- Bachelor's degree from an accredited institution (preferred but not required).
- Minimum of 5 years of experience developing resource loaded CPM project schedules in P6 (Primavera).
- Intermediate to advanced skills in Primavera P6
- Intermediate to advanced competency in schedule and cost control (preferred but not required).
- Proven experience running reports in Primavera.
- Exceptional communication skills with others at all levels of organization.
- Must be able to work independently without constant supervision.

About the Company

Cobeal is an engineering, procurement, construction, installation, commissioning (EPCIC) firm with nearly 60 years experience, specializing in indoor environmental engineering, industrial manufacturing, and complex construction projects for public, private, and government clients.

The company offers a competitive salary, benefits, and health insurance. The Company supports development and recognizes achievements. We are an Equal Opportunity Employer and all offers of employment are contingent upon successful completion of a background check (civil, criminal, credit), and reference checks.