



Scheduler – Corunna, ON

CIMS Limited Partnership, is seeking a **self-starting team player with excellent abilities to manage projects scheduling and provide estimating support** to fill the role of **Scheduler**.

In the position of **Scheduler**, you will be responsible for working closely with project managers and project teams accurately determine work sequences, critical dates and duration of project activities and is responsible for developing detailed plans and schedules to ensure the successful implementation and delivery of client projects.

You will be accountable for:

- Effectively and accurately scheduling, monitoring and updating project schedules to ensure effective service delivery to the client. Provide support to estimating team with bid process, when needed.
- Understand scope of work and changes sufficiently to confirm schedule adequately represents current scope of work.
- Reporting as required to management and the client on project progress & completion.
- Use previous knowledge and experience to oversee the progress and productivity of all aspects of the project with the ability to recognize areas of concerns and develop/propose solutions.
- Update schedule during execution to include scope changes, providing backup and justification for time delays and advancement for overall project milestones.
- Articulate the risks and opportunities and assumptions associated with meeting milestone completion dates.
- Knowledgeable of scope control and change management and has demonstrated ability to incorporate directed changes into schedule baseline. Knowledgeable in earned value methodology.
- Assumes responsibility for baseline schedule and associated maintenance.
- Familiar with basic cost analysis and forecasting as it relates to planning and scheduling.
- Deliver project reports to management related to the timelines and progress of the project.
- Provide recommendations to improve overall planning and scheduling process.
- Prepare for estimates by gathering proposals, blueprints, specification and other related documents.
- Identify labour, material, and time requirements by studying client proposals and specifications.
- Assist in the preparation of scope definitions, contract documents, and subcontract administration.
- Other duties as required.

A successful candidate would be an individual who has strong analytical skills required to determine timelines based on estimates and requirements collected. Excellent verbal and written communication required; must build strong working relationships with clients, subcontractors, suppliers and co-workers. Strong planning, organization, conflict resolution and training skills. High Attention to detail and accuracy with the ability to problem solve. Ability to multi-task and manage conflicting priorities. Working knowledge of all applicable software (MS office). Diploma or degree in a related field or a combination of education & 3 years of related experience in a scheduling/planning role. Use computer applications and communications software as needed. Create spreadsheets for tracking project schedules. Ability to read forms and blueprints would be an asset.

Working conditions you can expect while performing your role to include:

- Working in both an office environment and on client sites, supplier premises and other facilities
- May be required to work outside in heat/cold, wet/humid, and dry/arid conditions
- May be required to work outside of normal work hours on occasion to meet deadlines
- May be required to work shift work on client sites including unusual shift rotations

About Us:

CIMS LP is 100% Canadian owned and operated mechanical contractor serving locations across Canada. CIMS provides services in the heavy industrial sector including the largest plant shutdowns and complex industrial projects in the Oil &

Gas, Mining & Industrial, Pulp & Paper, and Power Generation industries. In addition to being an industry leader,

CIMS is passionate about hiring and retaining the market's best talent and offers exciting work, training & development, engagement and opportunities for growth to all of its employees. We have been certified as a Canadian Workplace Culture Leader and has earned the ranking of Canada's Top Workplace Culture Innovators!

CIMS LP is committed to ensuring that reasonable accommodations are made available to person with disabilities during the recruitment, assessment and selection processes and, in consultation with job applicants, provide reasonable accommodations upon request.

We welcome and encourage applications from Indigenous Peoples, women, the LGBTQIA2 community, mature workers, people with disabilities and people from different cultural backgrounds.

If you feel you are qualified for this role, please submit your resume to **RECRUITMENT@CIMSLTD.COM**

Only candidates who are most qualified for the position will be contacted.