



Position: **Project Scheduler**

MOCA Systems, Inc. provides innovative program and construction management services to clients around the world using MOCA's advanced technology. Established in 1999, MOCA is a nationally recognized firm that has supported the delivery and management of over \$30 billion in facility and infrastructure systems.

We are actively seeking Project Schedulers to work onsite with our client in Winchester, VA. Interested candidates should have a demonstrated ability to perform the following at the client site.

- Create project schedules
- Resource-load projects with labor and non-labor costs
- Revise resource-loading to avoid overdrawn labor costs
- Update (status) projects at least monthly and more frequent as critical milestones are achieved or critical funding issues develop
- Recognize and correct missed/upcoming milestones prior to establishing suspense dates

**Qualities you will have if you are a great candidate:**

**Required**

- Four-year college degree (B.S.)
- 5+ years of scheduling experience using Primavera 6
- Proficiency in MS Office (Excel, Word, Access & PowerPoint)
- Able to obtain security clearance
- Detail oriented, analytical and clear communicator

**A Plus**

- DoD Experience specifically using the P2 system
- Primavera Certification
- Experience with Integrated Master Scheduling (IMS)

**Are you able to perform the typical duties and responsibilities this job requires?**

- Lead the development of critical path schedules, resource and cost loaded.
- Progress current schedules in accordance with client requirements.
- Analyze, evaluate, and forecast current status against an established baseline schedule.
- Assess the impact(s) of changes and schedule slippages.
- Maintain an Integrated Master Program Schedule that includes multiple projects and dependencies.
- Work closely with clients and project management team in setting project goals and analyzing the status of projects.
- Communicate clearly with a wide variety of technical professionals.