

Project Planner

Job Description

Full-time

Soar Environmental Consulting is actively seeking an experienced Project Planner – Full Time

Position Description:

Our Project Planner will be responsible for overseeing the successful scheduling and completion of projects in an environmental consulting firm. Our Planner will be responsible for the organization, execution, and completion of Soar Environmental projects. This includes managing relevant employees, setting deadlines, communicating with company executives about the state of contracted technical reports, project administrative tasks, etc., and ensuring projects stay on track and on budget, and adjusting if necessary, to meet new requirements. Is that you? Then we would like to talk to you!

Duties and Responsibilities include:

- Creating long- and short-term plans, including setting targets for milestones, adhering to deadlines, and allocating resources
- Delegating tasks on the project to specialist best positioned to complete them
- Identifying and managing potential challenges of multiple projects
- Assisting in the definition of project scope and goals
- Making effective decisions when presented with multiple options for how to progress with the project
- Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy
- Communicating with Senior team members to keep the project aligned with their goals
- Performing quality control on the project throughout development to maintain the standards expected
- Adjusting schedules and targets on the project as needed
- Motivating people involved in the project to complete tasks on time

Skills and Qualifications:

- Understanding of the Project Planning framework
- Knowledge of various project planning methodologies
- Proven leadership skills
- Cost and risk management skills
- Excellent communication, interpersonal and negotiation skills
- Interpersonal skills
- Ability to make important decisions under pressure
- Problem-solving skills
- Ability to delegate effectively
- Time management skills
- Friendly and approachable
- Excellent written and verbal communication skills
- Minimum of Bachelor's degree in Business Management, preferable in an environmental service setting.
- At least 2-to-3-year experience

Email your Resume and Cover letter to Admin@SoarHere.com