

Job Description Project Planner

Roth IAMS is looking to grow Our Team!

We are seeking an experienced and passionate **Project Planner** to join our team!

Imagine working for a company that values its employees as much as its clients. **Imagine** taking a job and wanting to finish your career with that same company. **Imagine** a company that hires and invests in **full-time** professionals as opposed to relying on contract employees. **Imagine** a place where collaborative, passionate and consistently curious professionals come together to tackle the world's deferred capital renewal and maintenance backlog crisis. **Imagine** your career.....better.

Roth IAMS is an industry leader in providing world-class solutions in Asset Management/Capital Planning including FCAs, ADA Assessments, EAs and Capital Asset Database Management. We provide expertise to a wide variety of sectors, including higher education, K-12 education, municipal/local and state-level governments, healthcare, institutional, industrial, recreational and hospitality.

We are seeking skilled candidates that truly believe in the core values we, as a company, practice every day.

- **Collaborative** – only by understanding each other and our uniqueness can we tailor the best solutions for our clients;
- **Passionate** – our love for what we do and why we do it drives us towards excellence;
- **Consistently Curious** – we are always seeking knowledge and challenging the status quo.

Working with Us:

Roth IAMS is an equal opportunity employer. We celebrate diversity, equity, and inclusion in creating a welcoming and empowering environment for all employees.

- We promote a collaborative and integrated approach across all our projects that result in successful and meaningful outcomes for our clients.
- We are committed to the efficient and effective delivery of our services through a focus on the development of our people, tools, and templates.

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- Our employees are challenged with diverse and unique project work and are empowered to develop client relationships through delivery of high-quality service and demonstrated trust and respect.
- Our company culture provides many opportunities to engage in team building social activities.
- The growth of the business will provide challenging opportunities and increased responsibility for driven and proficient individuals!

What we offer:

- Competitive compensation package.
- Comprehensive Health Benefit Plan.
- RRSP Matching.
- Bonus program.
- Generous vacation entitlement; and
- Summer hours and Christmas shutdown.
- Flexible hybrid work options

What you offer:

- Demonstrated engineering or relevant technical experience in delivering challenging facility assessment schedule plans.
- Proficient using either AJERA and JIRA or another relevant planning package—able to schedule and programme projects and create master schedules, reporting etc.
- A practical-minded hands-on approach coupled with excellent communication and people skills.
- A solutions-oriented attitude with a desire to progress within field of engineering.
- Ability to work in a fast-paced, dynamic environment with frequent interruptions and tight deadlines.
- Flexible, ability to adapt and respond to changes in project scope and schedules.

What you will be working on:

- Attend Proposal handover and Operational scheduling meetings (from Operations to PMO) to ensure right staff is assigned and available from the beginning to the project closure.
- Review, develop, maintain and ensure approval of accurate and detailed project schedules that outline tasks, milestones, and deadlines based off activity needs.
- Ensure the review and approval of scheduling plans.

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- Keep US and Canada holiday schedules up to date, as well as Personnel vacation plan.
- Monitor project timelines and adjust as needed to ensure completion of the project, previous approval between Operations and PMO.
- Ensuring project team adheres to provided timelines and deliverables.
- Keep up to date all deliverable status in JIRA software and to escalate any issues or delays that will compromise any project meeting milestones and deliverable deadlines.
- Ensuring documentation is maintained throughout the length of the project.
- Proactively solve and/or escalate planning and scheduling constraints.
- Identify shortcomings and advise on action plans on cost-reduction efforts.
- Maintain a continuous line of communication with PMs/VP of Operations on scheduling plans.
- Work very closely with the PMO VP & Project Managers to plan, schedule, and programme major projects according to worldwide company priorities and strategies.
- Provide staffing schedules to PM/Operations teams in a timely efficient manner.
- Run AJERA and JIRA reports on a weekly basis for distribution.
- Communicating plans, actions, risks, and issues with key stakeholders
- Liaising with PM, FA, and any other related professionals to be assigned in each project.
- Resolving issues that may arise during the project schedule.
- Managing and building relationships with multiple teams and stakeholders
- Assisting Project Managers with administrative functions and processes
- Managing day-to-day activities for the Project Management team
- Analyzing project data and producing progress reports
- Track staff availability and schedule staff appropriately.
- Track deliverables and assist with QA as applicable.
- Other tasks as assigned by management.

Please note that the description above is not a comprehensive listing of activities, duties or responsibilities that may be required of the employee and other duties, responsibilities and activities may be assigned or may be changed at any time with or without notice.

If you're ready to make a change and want to become part of a rapidly growing company, please apply. We thank all candidates for their submissions, however only successful candidates will be contacted for interviews.

Roth IAMS is committed to accommodating applicants with disabilities throughout the recruitment and hiring process. If you require any accommodation to apply or interview for a

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position with Roth IAMS, please reach out to Careers@rothiams.com or directly to the recruiter you are working with. We are dedicated to work with you to best meet your needs.