

PLANNER - Primavera Specialist

Proxima is a company of consulting services in planning. Our expertise in project management makes us consultants of choice. Over the past few years, we helped numerous companies (SMEs and multinationals) achieve their goals, by planning their projects, performing risk analysis, coordinating tasks, controlling costs as well as implementing clear and effective processes..

Role and responsibilities

- Perform project planning for the client in a professional manner;
- Clearly communicate progress with the Customer and other stakeholders;
- Use the Primavera P6 planning software effectively;
- Support engineers, technicians, designers, etc. in defining activities, durations and links;
- Enter data, logic, WBS, EPS, resources, etc. into the planning tool;
- Ensure a rigorous follow-up of the progress of the work from established schedules;
- Be able to use resource leveling tools and identify practical potential solutions;
- Produce reports in P6, MSP, Excel, Crystal, Access or other, depending on the client's needs;
- Proudly represent the company "Gestion Proxima" and its customers;

Requirements

- Technical DEC or Technical College degree or bachelor's degree in a relevant discipline (GOP, PM, Administration, Engineering, etc.)
- 3 to 5 year experience in project planning
- Knowledge in the manufacturing environment
- Excellent command of Primavera and MS Project softwares
- Bilingual (French & English)
- Good adaptation capacity
- Demonstrate a high degree of rigor
- Must own a vehicle in order to travel in the Greater Montreal area

TO APPLY, send your application to the following address:

rh@gestionproxima.com