

United Arab Emirates Jobs Expertini®

Project Planner

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Company: TASC Outsourcing

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Job Description :

Our client is a leading Company in **manufacturing Industry**. They are now looking for a **Project Planner** to join them.

Roles & Responsibilities:

Produce and Maintain project specific schedules in accordance with company department processes and quality management.

Correct logic links to be used as per planning guidelines

Chair and co-ordinate weekly project progress reviews

Attend internal review meeting for project sign off (all key stakeholders)

Preference:

Minimum five years' experience in managing Scheduling & Document Control systems in the District Cooling or related MEP Projects / industry

Experience with P6 & MS Office programs

Experience in creating document packages in Adobe Acrobat

Qualifications:

Business Administration / Engineering or related degree

Excellent level of verbal and written English (Arabic language is Plus)

Fully computer literate in P6, Word, Excel, PowerPoint, Outlook/Lotus Notes, Windows

Benefits:

Medical Insurance

Visa

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