

RJM International Job Description

Job Title: Project Planner

Department: Engineering

Reports To: Head of Projects

Summary:

The **Project Planner** provides support for the engineering team by creating, tracking and advising on project progress. Support for project engineers, project managers and sales manager will be a key part of the role.

Specific Responsibilities:

- To create detailed project plans
- integrate these plans into a company overall plan
- To track cashflow
- To monitor resource
- To create fortnightly reports
- To assist with proposal generation including compiling of standard RJM documents and compiling proposals, ensuring the correct submittal procedures are followed
- To help create and maintain project update documents/charts
- Detailed document filing as per RJMs QMS procedures
- Generate and compile QA packs
- To assist in document formatting and comp checking

Work Location: Winchester, UK

Travel: Generally Winchester based, there may be instances where travel in the UK or international travel will be required

Knowledge, Skills and Education Requirements:

- Expert level of MS Project
- NVQ level 3 or equivalent (A-level)
- Good level of technical understanding
- Excellent English and grammatical skills
- Excellent computer skills including demonstrated experience in the use of Microsoft products
- Strong planning and organising skills with demonstrated ability to manage details

- Ability to interface at all relevant levels of client organisation

Desirable:

- Power station/energy related business experience
- Primavera P6 Project Experience
- Additional language skills