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## Project Planner

### Description

Candidate will be working closely with General Foremen and Foremen to ensure that all jobs have been accurately and efficiently planned with reference to time schedules, materials ordered, equipment rentals and labor requirements.

### Responsibilities

In addition to planning jobs, candidate will be responsible for attending any scheduled planning meetings and sending out reports on schedules.

### Qualifications

Minimum of 3 years of constructions project management. Experience in using Microsoft Project to manage an integrated master schedule and supporting detailed schedules. Organizational and communications skills are needed to build interpersonal skills with General Foremen and Foremen for smooth execution of projects. Experience in SAP is needed to be able to manage work orders and projects.

### Hiring organization

Tri-Lakes Services, Inc.

### Employment Type

Full-time

### Industry

Construction/General Industry

### Job Location

Valliant, OK

### Date posted

August 16, 2022