

Planner Job Description

Education :

B.Sc/B.A Degree or equivalent in any subject

Experience:

The Principal Planner usually possesses at least five years of experience in the planning profession and Three to four years of supervisory experience.

Skills:

- Good English language skills.
- Excellent Communication Skills.
- Excellent Organizational Skills.
- Excellent Attention to Details.
- Good knowledge of HSE Legislation.
- Excellent Analytical and Problem Solving Skills.
- Knowledge of MS Project.
- Provides overall management of division-related planning issues.
- Serves as liaison and performs all necessary functions in support of Planning Commission.
- Assigns work to professional staff and ensures appropriate training is provided
- Evaluates operations and activities of assigned responsibilities
- Prepares reports on operations and activities, recommending improvements and modifications
- Attends substantial number of evening and weekend meetings
- Principles and practices of supervision, training and personnel management
- Capable of managing multiple, high-priority assignments
- Strong interpersonal skills to develop good working relationships at various levels and to resolve complaints
- Strong analytical skills to interpret research data for reports and apply mathematic techniques in practical situations
- Reading comprehension to understand technical and legal materials
- Ability to work on several projects or issues simultaneously
- Ability to provide effective supervision and staff management
- Ability to manage projects effectively and meet firm deadlines

General Responsibility (but not limited to):

- Analyses job requirements that received from requestor.
- Arrange with company stockholder to arrange and prepare requirements for execution job.
- Share required documents with requestor to issued PTW.
- Arrange with requestor booking date to execute job.
- Arrange and share daily task with team to be prepared and distribute their crew accordingly.
- Prepare and sent all reports daily, weekly and monthly.
- distribute crew and equipment on daily bases according to daily activity list.
- follow up with team early morning to make sure all in place and everything on going smoothly to achieve job.
- Do site visit to check crew and their response for instruction with evaluate performance.
- Update record tracking sheet, request form and logistic on daily bases with job status.
- keep attention on job details in order planning covering all requirements.
- Arrange schedule for crew training for inside and 3rd party certification.
- Follow up with workshop and equipment owner to arrange routine maintenance and repair defect.
- Do schedule to support any urgent activity or event.
- Support company with any especial requirements if need.