



Position: Program Scheduler – LOS ANGELES, CA RESIDENTS ONLY

We are seeking a Program Scheduler to be critical team member of our highly-innovated project management team. Duties will include, but are not limited to, maintaining program schedules, and identifying relationships, logic, milestones, and constraints for construction of various types. Applicants will monitor and actively participate in project and program issues while administering best practices and standards. Applicants will also demonstrate needed QA/QC on program schedules to conform with program goals for various project types and define and maintain standard codes, layouts, and reports necessary to ensure program wide data integrity. Candidates shall have experience with status updates on an as needed basis for Program Schedules/Master Schedules and proactively monitor schedule impacts and advise Project Teams concerning changes and issues related to schedule impacts.

MOCA Systems, Inc. provides innovative program and construction management services to clients around the world using MOCA's advanced technology. Established in 1999, MOCA is a leading owner's representative firm providing program and project management services nationally. We embrace a vision to help our clients transform the way their complex projects are planned, designed, built, and managed.

Qualifications you will have if you are a great candidate:

Required Experience:

- Eight (8) years full time paid professional experience in Scheduling for an Owner or General Contractor, preferably working on multiple educational facility or public works projects
- Proficiency in Primavera 8.1 or above and MS Office Suite
- Excellent written and verbal communication skills
- Superior organization and planning skills
- Bachelor's degree in Architecture, Engineering, or Construction Management from a recognized College or University

Preferred Experience:

- Experience in using SQL to retrieve data from various data sets
- Knowledge of P6 Integration API a plus
- Certified Project Management Professional (PMP)

At a minimum, the candidate's professional resume must include the following:

- Los Angeles, CA residency - ONLY
- List of all Educational Achievements
- List of all Professional Licenses or Certificates
- List of Awards received
- Detailed Employment History with each company or government agency including:
 - Name & contact information of the firm or agency
 - Start date and end date (Month/Year)
 - Positions held
 - List of Projects/Programs managed including project value, location of assignment, roles and responsibilities and contribution to each project



Please visit our website www.moca-pm.com for more information about career opportunities at MOCA Systems. For immediate consideration, please send Resume, Cover Letter and Salary History Requirements to Resumes@mocasystems.com.