



Position: Junior Scheduler – Hartford, CT

We are seeking a Jr. Scheduler. Candidates should have a thorough understanding of Primavera Project Planner scheduling software and demonstrated knowledge of the application/preparation of critical path method project schedules. Applicants should have excellent written and oral communications skills.

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:

- 2-year Associates degree.
- 5+ years of project scheduling experience and demonstrated proficiency with Primavera P6, MS Project, MS Excel and MS Word.
- Demonstrated experience creating and maintaining process schedules using Primavera P6.
- Demonstrated experience preparing Integrated Master Schedules, Dashboards and Earned Value Management reviews.
- Must be a U.S. Citizen – Green Card (Permanent Resident) or Work Visas status is not acceptable.

Preferred Experience:

- Previous experience with jet engine manufacturing.

Candidate must be able to perform the typical duties and responsibilities this job which requires:

- Ensure all deliverables are completed on time and within budget.
- Solid organization, planning, collaboration, and leadership skills.
- Communicate clearly, both verbally and in writing, with a wide variety of technical professionals.
- Effectively coordinate and work independently with the client and stakeholders to accurately identify and capture project requirements.

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.