



Offshore Wind, Sr. Associate, Project Scheduler

洋上風力プロジェクト/Primavera P6/スケジュールコントロール

Job Information

Recruiter

Sheffield Green K.K.

Hiring Company

再生可能エネルギー発電事業者

Job ID

1503466

Industry

Petrochemical, Energy

Job Type

Permanent Full-time

Location

Tokyo - 23 Wards

Salary

6 million yen ~ 8.5 million yen

Refreshed

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General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

- Define Project Scope
 - ・ Assumption Log
 - ・ Stakeholder Register
 - ・ Requirement Traceability Matrix
- Create and Maintain Schedule WBS
 - ・ Project Decomposition
 - ・ Requirements Documentation
 - ・ Project Scope Baseline
- Develop and Maintain Schedule Management Plan
 - ・ Schedule Basis Memorandum
 - ・ Lessons Learned Register
- Define Schedule Activities

- Activity List
 - Activity Attributes
 - Milestone List
 - Change Request Register Updates
 - Sequence Schedule Activities
 - Project Schedule Network Diagrams
 - Assumption Log Updates
 - Estimate Schedule Activity Durations
 - Basis of Estimates
 - Assumption Log Updates
 - Lessons Learned Register Updates
 - Develop Project Schedule
 - Schedule Baseline
 - Project Schedule
 - Project Calendars
 - Change Request List
 - Resource Requirements Updates
 - Control Project Schedule
 - Work Performance Information
 - Schedule Data Analysis
 - Schedule Longest and Critical Path Method
 - Schedule Forecasts
 - Change Request Updates
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Required Skills

- At least 10 years hands-on experience as a Sr. Project Scheduler and advanced Primavera P6 user, preferably with Offshore Wind and/or O&G background.
 - In-depth understanding of PMBOK framework and Waterfall Project Management methodology.
 - Proven track record of developing WBS and Project Schedule baseline(s) using OPC or Primavera P6.
 - Proven track record of effective schedule analysis and control using OPC or Primavera P6.
 - Native Japanese speaker and fluent in English is required.
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Company Description