

**Terma Inc. (TUS)**, the US subsidiary of Denmark based Terma A/S, is searching for a qualified **Master Scheduler / Planner** to join our team of exceptionally dedicated professionals in an exciting and rewarding fast paced highly successful company. Leveraging the outstanding Terma reputation and our strong relationship with the US DoD, Homeland Security and large Prime Contractors for more than three decades, Terma has developed a significant presence in the U.S. as provider of mission critical solutions for aerospace, defense and security sectors. We are known as an independent, agile, and fast responding partner for mission customized solutions. For further information, please visit [www.terma.com](http://www.terma.com).

**Location:** Warner Robins or Atlanta, Georgia

### **The Challenge:**

The **Master Scheduler / Planner** will be responsible to develop, maintain, and manage the integrated master schedule for the TUS organization. This position requires creating and updating an integrated master schedule, coordination with stakeholders, critical path analysis, analyzing schedule risk, and contributing to the development and maintenance of a Work Breakdown Structure and related dictionaries. The Master Scheduler will examine plans for a project and develop a workable schedule, as well as making recommendations on existing schedules to increase productivity, decrease cost, and balance the workload.

### **Job Requirements:**

- Builds and maintains an overall Terma US IMS and Program IMS to include major milestones and deliverables for each program
- Perform complex schedule analysis to include metrics, critical path, float, and schedule performance
- Develops and reviews schedule variance analyses and recovery or corrective action plans to identify schedule impacts for management attention; this includes the oversight of baseline changes and configuration control within the IMS
- Manage the internal integration of the subproject schedules and their connection to the Integrated Master Schedule
- Utilizes Gantt, PERT, milestone charts, earned value management and other techniques to gauge progress and identify performance variances
- Identify critical paths and pacing items, and heighten awareness of risks and mitigation paths to lead and management teams for tracking, discussion and/or decision
- Prime liaison for leading cross collaboration with key schedule stakeholders for understanding and implementing schedule tactical strategy
- Work cross-functionally with Finance, Engineering, Operations, Program Management and Customers to develop key milestones, deliverables and assist in planning the work-scope across multiple projects and teams
- Acts as scheduling subject expert and mentors others with regards to scheduling
- Proposes processes and improvements that will aid Integrated Scheduling.
- Produce reports and metrics for status and performance to management, and for use as inputs in Management Reviews, Program Reviews, S&OP, etc. to include issues that may impact quarterly and full year financial forecasts
- Support proposal activities as required – preparation, schedule risk assessments, and IMP development
- Performs cost/scheduled integration in support of Earned Value requirements
- All other responsibilities as assigned

**Qualifications:****Minimum Education and Experience:**

- Bachelor's degree in business or related field and 5 years related work experience OR equivalent experience

**Required Skills and Experience:**

- Experience developing and managing aerospace, DoD or related integrated schedules
- Experience with performing schedule risk assessments
- Experience with product development life cycle and understanding of the DoD acquisition program life cycle
- Must demonstrate an understanding of operational value streams and functional responsibilities
- Knowledge of scheduling tools, including Microsoft Project
- Exceptional analytical / problem-solving, organizational, and time management skills
- Familiarity with Microsoft Office applications
- Excellent oral and written communication skills
- Ability to work in a cross-functional team environment
- Must be able to work with little or no supervision
- US Citizenship with ability to obtain and maintain a Department of Defense (DOD) Security Clearance

**Preferred Skills and Experience:**

- Master's degree in Business or related field and 10 years related work experience
- Knowledge of Earned Value Management
- Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) certification

**To Apply:** Send resume to Terma Inc. – [employment@terma-us.com](mailto:employment@terma-us.com)

*Terma Inc. is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of applicants or employees.*