



Planner/PMO

Position summary

Moltex is seeking a dedicated **Planner/PMO** to join its Saint John team. The successful candidate will support the on-budget and timely delivery of the project.

Position: Planner/PMO

Status: Permanent, full-time

Location: Saint John, NB, Canada

Reports to: Project Director, WATSS

Apply: Please submit a resume and cover letter to careers@moltexenergy.com and indicate the job title in the subject line.

What Moltex offers

Moltex boasts a diverse team of professionals collaborating daily across time zones. For those on board, it is going to be a challenging and rewarding journey. The office is in the city centre with various nearby amenities. Moltex employees have access to a full range of benefits including:

- Paid vacation and personal days
- Flexible work environment
- Learning and development resources
- Excellent growth opportunities
- Optional compressed work week
- Medical, dental and vision
- 13 statutory and other holidays
- Complimentary refreshment

Moltex is an equal opportunity employer. Moltex prides itself in having a team that promotes diversity, inclusion, leadership, mindfulness, high initiative, and passion.

Responsibilities

- Support project development, capital cost estimates and other related work
- Advance project planning and P6 schedule development, including assisting in preparing the master project schedule
- Build out detailed work breakdown structure
- Interact with contractors to review schedules
- Update schedules with input from teams, consultants and contractors
- Perform schedule/cost analysis, highlight critical paths and risk areas, assess cost performance during progress updates, and communicate issues to project management
- Review expenditures, commitments and invoicing data
- Ensure all costs are verified and reported
- Prepare cost variance reports and cost data analyses
- Oversee, assign and review cost codes to contract line items and allocate commitment amounts



- Review risk contingencies and allowances, and calculate escalation cost drawdown amounts
- Calculate time phased cost data for expenditure curve development
- Support development and capital project cost benchmarking and analytics
- Identify leading indicators and trends for accurate forecasting
- Prepare graphs, diagrams, and other exhibits to illustrate cost status and forecast requirements
- Review scope changes and claims and provide feedback to financial and contract management staff
- Other duties as assigned

Skills, qualifications & experience

- University degree in an applicable field
- Minimum two years experience in a similar role
- Proficiency in MS Office suite and proven ability to quickly learn new applications
- Experience with Primavera P6 and Linear Scheduling
- Good understanding of multi-discipline engineering and construction projects
- Good understanding of core project control concepts (WBS, CPM based scheduling, Earned Value Progress Measurement) and PMBOK/PMI principles
- Well-organized and good written and verbal communication skills
- Good analytical skills to foresee and avoid potential problems
- Past PMO, estimating, project controls, or engineering experience an asset