



KTI Poland S.A.

POSITION: SCHEDULING SPECIALIST

DEPARTMENT/ SECTION: PROJECT CONTROL DEPARTMENT

Place of work: Płock, Poland

KTI POLAND S.A. is a well-established international EPC company offering services in the field of design, delivery and construction of installations in the oil and gas, petrochemical, chemical and power industries.

*Due to the dynamic growth of the company, we are looking for a **SCHEDULING SPECIALIST** with a very good knowledge of the Polish and English language, very good knowledge of MS Office (in particular MS Excel, knowledge of MS Access) as well as Primavera P6 and/or MS Project software to be employed at our office in Płock, Poland.*

JOB DESCRIPTION:

- Creating and updating of the project schedules, particularly during construction works
- Project data collecting and processing
- Cooperation with Project Manager and Project Teams; providing them with crucial analytical information
- Project execution and progress control; monitoring for potential deviations from the contract
- Analysing of subcontractors' and vendors' schedules

REQUIREMENTS:

- Experience in construction works' schedule management – at least 3 years
- Experience and very good knowledge of Primavera P6 and/or MS Project software
- Knowledge of MS Office software, including proficiency in MS Excel (experience in MS Access will be an additional asset)
- Very good knowledge of the Polish and English language in speech and writing
- Preferably educated in economics or technical studies

Personal traits:

- Reliability, preciseness, independence, high resistance to stress
- Very good work self-organisation skills
- Excellent analytic skills
- High work ethics standards and positive attitude



KTI Poland S.A.

POSITION: SCHEDULING SPECIALIST

DEPARTMENT/ SECTION: PROJECT CONTROL DEPARTMENT

WE OFFER:

- Opportunity for up-skill and professional development
- A contract of employment in an engineering company with an established position in the market
- Good working atmosphere
- Participation in interesting, multi-discipline projects implemented at home and abroad for reputable clients in Oil & Gas, chemical and energy sectors
- Cooperation with high-class specialists from Poland and abroad
- Attractive benefits package: private medical care LUX MED, accident insurance, MultiSport card, social fund