



## CR/097171 | Project Planner (MS Project)

### Job Information

**Recruiter**

JAC Recruitment Singapore

**Job ID**

1599598

**Industry**

IT Consulting

**Job Type**

Contract

**Location**

Singapore

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 11:49

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Mid Career

**Minimum English Level**

Daily Conversation

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

#### COMPANY OVERVIEW

A leading integrated resort in Singapore known for its distinctive architecture, premium hospitality, and diverse entertainment offerings.

This is a 6-month Agency contract role.

#### JOB RESPONSIBILITIES

##### Scheduling & Documentation

- Create and manage MS Project plans, ensuring all tasks are correctly sequenced and tracked.
- Produce Gantt charts, dashboards, and status reports to reflect schedule progress.
- Maintain comprehensive records of schedule inputs, assumptions, adjustments, and issues.

- Ensure consistency across all planning and reporting tools.
- Consolidate and present schedule updates for management review.

#### Progress Tracking & Risk Control

- Track project performance against baseline schedules.
- Flag potential delays, overlaps, or risks, and recommend mitigation measures.
- Support adherence to timelines, including coordination of shifts where required.

#### Coordination & Reporting

- Maintain dashboards by project category and forecast needs.
- Guide and support stakeholders in updating schedules and using planning tools.
- Serve as the primary contact for MS Project-related queries during project execution.

### JOB REQUIREMENTS

- Bachelor's degree in Project Management, Construction Management, or a related discipline.
- Strong proficiency in Microsoft Project, Power BI, Gantt files.
- Demonstrated experience managing schedules for large, complex projects using MS Project.
- Working knowledge of project management fundamentals and construction terminology.
- Exposure to project environments, including resolving scheduling overlaps.
- Strong organizational ability to manage extensive documentation.
- Solid planning mindset with awareness of F&B operations and customer experience considerations.
- High attention to detail with the ability to identify discrepancies.
- Proactive problem-solving in scheduling, vendor coordination, and cost tracking.

Interested candidates who wish to apply for the above positions, please click "Apply now".

We regret that only shortlisted candidates will be notified.

Working Location: Singapore

Bhadoria Shilpalekha Vikas (R1876178)

JAC Recruitment Pte. Ltd. (90C3026)

#LI-JACSG

#countrysingapore

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