



CR/097171 | Project Planner (MS Project)

募集職種

人材紹介会社

ジェイエイシーリクルートメントシンガポール

求人ID

1599598

業種

ITコンサルティング

雇用形態

契約

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2026年06月26日 11:49

応募必要条件

職務経験

1年以上

キャリアレベル

中途経験者レベル

英語レベル

日常会話レベル

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.sg/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.sg/terms-of-use>

会社説明