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Immediately Required (For National Vacancy)

Position: Project Scheduler – Mega Project

Work Location: Jakarta

Purpose of the Role:

Monitor and report project schedule in coordination with Manager Project Control, Project Leader and Project Managers in order to ensure the schedule and cost are aligned with corporate target related to Indonesia Growth Project (IGP) in the multiple large projects (5-6 project simultaneously).

This position will work with professionals from different cultures and backgrounds (mainly Indonesian, Chinese, and Japanese).

Accountabilities:

1. Create, track, monitor, and analyze project schedules and report in order to ensure project is in accordance with standard of best project practice;
2. Coordinate cross-functional sections to identify project issues, monitor action items, and work with the project manager to ensure resolution.
3. Prepare and coordinate with the various operations and support units in Indonesia Growth Project (IGP) to ensure timely and accurate cost data is available for preparation of cost reports.
4. Coordinate project schedules, tasks, meeting updates, and efficient distribution of reports to ensure accuracy of project schedules and performed version control.
5. Implement scopes of work using Work Breakdown Structure (WBS) for control and integrity
6. Conduct regular tracking of projects progress including identifying critical activities, reviewing forecasts and progress achieved to date
7. Track baselines, and develop contingency plans to achieve project target in timely manner.
8. Schedule project meetings and take meeting minutes to ensure it runs effectively.
9. Compile, record, and distribute weekly report to provide reference in weekly meeting.

Requirement:

1. Bachelor's degree (S1) from Engineering
2. Having experience in handling schedule for multiple large project
3. Strong communication skills in English – written and verbal;
4. Proficiency in word processing and spreadsheet applications;
5. Proficiency in the use of project scheduling software such as Primavera P6 or MS project;
6. Excellent organizational and time management skills.
7. Detail Oriented and good analytical and planning skills;
8. Ability to learn quickly and work under pressure in a fast-paced environment individually and teamwork.

PT Vale Indonesia Tbk

Jakarta: The Energy Building 31st floor SCBD Lot 11A - Jl. Jend. Sudirman Kav. 52-53, Jakarta 12190, Indonesia.
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Sorowako: Main Office Plant Site Sorowako, Luwu Timur 92984, Indonesia. T. (62) 21 524 9100 F. (62) 21 524 9557

www.vale.com/indonesia

How to apply:

- Please fill your data to this link
<https://forms.office.com/Pages/ResponsePage.aspx?id=G1eTeCxs70y02n1LJmoGJujHBnobAlhCmO6feAqboOJUQ0pKMTVXQkRWRDZCUVpQREhDWINOUUIHWS4u>
- Closing date: **Tuesday, 28th July 2020.**
- We encourage female applicants to apply to this position.
- Only applicants that meet requirements with complete documents as required above will be notified for further selection process.
- For further information about PT Vale Indonesia Tbk please visit <http://www.vale.com/indonesia>.