



Employment Opportunity

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| Date Posted: | May 2022 | Location: | Ottawa, ON |
| Job Title: | Senior Project Scheduler | Job Field: | Real Estate Development |
| Term: | Permanent / Full Time | Experience: | 5+ years |

Who We Are: GBA Group ('GBA') is a specialized development and project management firm with over 35 years of experience in both the public and private sectors, with a focus on complex infrastructure and real estate development projects. The firm has worked on several of the most iconic development projects in the National Capital region, examples include the LeBreton Flats Redevelopment, Tunney's Pasture Redevelopment Plan, Ottawa Convention Centre – 'Shaw Centre', Lansdowne Park Redevelopment, and the Royal Ottawa Mental Health Centre to name a few.

Currently, GBA is leading the development of The Ottawa Hospital's new Campus development. This 50-acre development is highlighted by the future state-of-the-art 2.5 million square foot hospital, and the various supporting projects that will reshape the future of health care in eastern Ontario.

GBA, in order to secure the best results for the development, brings together the very best partners in business, planning, communications, design, construction and management. With commitment to innovation, GBA works with organizations to create a solution that stands the test of time. GBA acts as the owner and / or client representative on its projects, and therefore works hand in hand with the client and stakeholders to ensure the project team is aligned with the vision described by the client, bringing a unique perspective to the development world.

Summary: As the Senior Project Scheduler, you will be responsible for leading the development and the maintenance of a comprehensive and long-term schedule for the new Campus development project, and other projects as assigned. You will be responsible to identify resource requirements to supplement your responsibilities, as required, and lead your team forward.

You will lead, and ensure, the participation of cross-functional teams and stakeholders in developing and maintaining a detailed master project schedule, while implementing proper review and communication procedures with the project team. This team will include clients, planners, engineers, architects, constructors, government officials and many more. In addition, you will be expected to identify, evaluate and rectify schedule risks as the project progresses, working with the team to exploit positive schedule risks, and mitigate negative schedule risks.

With excellent technical, organization and prioritization skills, you will lead the project schedule, creating and organizing the necessary tools to ensure project schedule success from concept through design and into construction with the final step being operational turnover to the client.



As the role evolves, you will be involved on several projects where every day brings new challenges to jump into and solve, all while being a part of some of Ottawa's most recognized developments!

Duties:

The following is a list of duties and responsibilities that GBA will expect of the Senior Project Scheduler:

- Scheduling: Creating and maintaining detailed project schedules including all stages and aspects of real estate development.
- Communicating: Coordinate and lead required communications with internal and external project team members to develop and maintain the project schedule and ensure all team members understand expectations to maintain the project schedule.
- Analyzing: Analyze positive and negative risks against the schedule. Analyze the critical path, and scheduling scenarios as presented to and requested from you.
- Leadership: As required lead and manage internal GBA controls team members to support the successful schedule deliverables.
- Managing Relationships: Develops and maintains, at all times, excellent relationships with all clients and stakeholders, as well as project team members.
- Document Control: Maintains project files, data and indexing on project cloud storage sites for projects as assigned to ensure all information is always easily accessible and up to date.
- Other Duties: GBA is a 'all hands-on deck' type of workplace, this means other duties, outside those typically associated with the job title, will be required to ensure success. Teamwork Makes the Dream Work!

Qualifications: The follow qualifications will be vital to this position:

- 5+ years of experience in a project planner, schedule or similar role;
- A post-secondary background in a Business, Construction, and/or Engineering field related to real estate development, or ability to demonstrate equivalent experience;
- Proficiency with the scheduling software, Microsoft Office Suite and Adobe Creative Suite software platforms;
- Ability to identify problems and possible solutions;
- Ability to work independently and / or as part of a team as required;
- Client-oriented approach / focus;
- Attention to details;
- Ability to deal with ambiguity and changing priorities;
- Ability to obtain federal security clearance; and
- Excellent English communication skills (written and verbal).

Assets:

The following non-mandatory qualifications would be considered an asset:

- Bilingual (English and French);

Apply:

If interested, please submit your resume and work reference contact information via email to: Mitchell Bird, Project Manager, GBA Group, mbird@gbagroup.ca.