

Granite Mountain Stone Design is looking for a motivated, reliable, well-organized, and hardworking individual to grow with the company, as our business expands. The Scheduler is responsible for establishing schedules for the different phases of the projects such as template, fabrication, and installation. Maintaining schedules, adjusting where necessary, preparing look-ahead timelines, and ensuring that the customer orders are fulfilled on time.

Your Role

- Oversee the project master schedule and manage contract requirements.
- Ensuring proper staffing levels using scheduling software to prepare the schedule & communicate with operating departments to ensure accuracy.
- Build Relationships internally and externally with clients regarding scheduling on projects
- Reporting of progress, and delays to the schedule, working with fabrication and sales to provide solutions when needed
- Work with field technicians and sub-trades for inputs into the project schedule and look ahead
- Take the lead on the preparation of planning, scheduling, and meetings to be flexible with project needs
- Provide schedule updates as per any changes or additions
- Map out travel and project routes, make arrangements for travel and accommodations
- Work closely with project coordinators to ensure safe, smooth delivery and or project services utilizing field technicians
- Meeting deadlines in a fast-paced, high-volume environment.

Requirements:

- Self-starter who can work in a fast-paced work environment
- Provide feedback to management and other team members regarding process improvements
- Demonstrated computer proficiency (MS Office, Project Management applications).
- Ability to work in a fast-paced environment with changing priorities
- Proven ability to pivot and adjust following project changes
- Strong customer-service orientation and demonstrated customer service skills.
- Ability to learn new processes, tools, and other relevant information quickly.
- Ability to work in a multi-client environment and to apply various client-specific business processes to individual service request situations.
- Outstanding organizational skills and ability to multitask, gather information, accurately assess issues and assign the level of priority; effective problem-solving skills and communication skills are a must.

- Possess strong time management and project management skills.
- All other duties assigned

What We Offer at Granite Mountain Stone Design:

- Health and dental benefits
- Dependable and stable work environment
- Work-Life balance. We have a track record of providing schedule flexibility to support personal development and/or family commitments
- Cross-training among various work areas
- Opportunities for advancement within the Operations team

We take work-life balance seriously! Great atmosphere and flexible schedules

Please send resumes in confidence to hr@granitemountain.ca.