



## **Project Scheduler**

### **Atriax Group: Comprising Atriax PLLC & Atriax Building Solutions LLC**

**Atriax Building Solutions** is a general contracting company with a growing practice in commercial and residential construction. The company is rare as the Atriax Group includes licensed architects, engineers, designers and CAD technicians in addition to construction services. Atriax Building Solutions offers a benefits package that is available to full time employees after the prescribed waiting periods. The Atriax Group is located at 102 3<sup>rd</sup> Ave NE, Hickory, NC and just celebrated our 20<sup>th</sup> Anniversary. The Atriax Group employs approximately 40 employees.

Atriax is an inclusive company with a life/work balance that is unrivaled by any peer companies. The main office is in a quirky historic house in downtown Hickory, North Carolina. The entrepreneurial spirit that began 20 years ago, endures today with new markets, challenges and experiences for everyone. The culture is collaborative, challenging and demands considerable fun!

The Atriax Group is looking to recruit a highly organized Project Scheduler to work alongside its established Architectural, Engineering and Construction teams. This significant role will implement and oversee project schedules. The role will involve collaborating with project managers and office staff in setting tasks, and monitoring the execution of project timelines. Progress and performance evaluation reports will be required as part of the role. The successful candidate should possess solid industry knowledge and demonstrable experience in project scheduling.

### **Project Scheduler Responsibilities:**

- Consult with project managers and technical experts to set up assignments, tasks, and subtasks.
- Develop, implement, and maintain an effective scheduling management system.
- Coordinate project timelines with internal departments and external stakeholders.
- Monitor & analyze project timelines/deadlines, track critical paths and changes that will impact project delivery.
- Facilitate intervention in a timely manner.
- Evaluate performance and preparing project progress reports.
- Accommodate updates and changes to project schedules.
- Recommend actions to keep projects within budget, and completed on time.
- Communicate with stakeholders, informing them of project timelines and deadlines.
- Document project scheduling processes and create project libraries.



### **Project Scheduler Requirements:**

- Bachelor's degree in project management, or in a related field.
- Certification as a PMI scheduling professional (PMI-SP) would be an advantage.
- A minimum of two years' experience as a project scheduler in a related industry.
- Advanced proficiency in project scheduling software, such as MS Projects.
- In-depth knowledge of the scope of projects within the industry.
- Ability to keep stakeholders informed of project timelines and changes.
- Excellent organizational, time-management, and communication skills.

The Atriax Group

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*Atriax is an Equal Opportunity/Affirmative Action Employer and is committed to Diversity and Inclusion. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.*