**IT Project Scheduler**

[Your Company Name] is seeking a meticulous and proactive IT Project Scheduler to play a crucial role in our project management team. This role demands a detail-oriented individual adept in creating, maintaining, and optimising project schedules to ensure the timely completion of IT projects.

**Title:** IT Project Scheduler

**Location:** [Insert Location or specify if remote]

**Key Responsibilities:**

1. **Schedule Development and Maintenance:** Create comprehensive project schedules, ensuring they are updated and accurately reflect project progress.
2. **Resource Allocation:** Manage resource allocation and workload across projects, ensuring optimal use of resources.
3. **Stakeholder Coordination:** Collaborate with project teams and stakeholders to provide regular schedule updates and adjustments as needed.
4. **Risk Management:** Identify and manage scheduling risks and dependencies, developing contingency plans to mitigate potential impacts.
5. **Performance Tracking:** Utilise metrics and KPIs to monitor and report on project schedule adherence and resource utilisation.

**About You:**

* Bachelor’s degree in project management, business administration, or a related field.
* [Insert number, e.g., 3-5+] years of experience in project scheduling within an IT environment.
* Proficiency in project scheduling software (e.g., MS Project, Primavera).
* Strong analytical, organisational, and communication skills.
* Relevant certifications (e.g., Microsoft Project, PMI-SP, PSM) are a plus.

**Why [Your Company Name]?**

[Insert information about company culture, benefits, perks, and what makes your company a unique place to work.]

**Application Process:** [Insert application details, contact information, links to application portals, or email addresses where candidates should send their resume, cover letter, and any other relevant instructions or information.]

[Your Company Name] is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Join our team and help us enhance our project management capabilities!