

S/N	81
Job Title	Scheduler
Experience	Minimum 6-7 Years' Experience in Oil & Gas Field with similar experience
Qualification	Minimum Qualifications for this position is Technical Diploma in Engineering or similar
Principal Responsibilities	a. To arrange detailed overall activities schedule with required resources and infrastructure by optimum utilization of available resources. Making the whole planning & scheduling process for the effective execution within the TA window. Integration of schedule for all TA works including various plant improvement projects that needs to be executed during the TA. b. To review detail turnaround work list (work order) to ensure completeness of tasks and activities. c. To perform field job scope verification to conform necessary resources and crafts needed to complete the turnaround activities schedule. d. To arrange schedule with consider leveling of resources allocation and duration with timely effectiveness and availability as refer to system window schedule. e. Maintain and update with log for any information or changing related with turnaround schedule. f. To check and confirm detail task and activities according to correct room number/system number. g. To prepares single schedule each work order for integrate schedule. h. To prepares integrate schedule of the (TA) project after getting inputs from Planners. i. Issues the resource histogram, highlighting the craft utilization and suggesting areas for Improvement. j. To establish baseline schedule for monitoring progress of works as planning schedule. k. Monitors the daily schedule and issues physical progress report, curves. Issues report on schedule compliance on daily basis during TA execution. l. Prepares regular performance reports, status reports etc. suggesting area of improvements. m. Monitor the turnaround work to ensure compliance with planned schedule and duration. n. To update % jobs completed and establish 72 hours look ahead schedule report. o. To update % jobs completed for the remaining activities which can be done after execution. p. To prepare summary of schedule as planning Vs actual for close out report. q. To prepare equipment summary report as planning Vs actual.