

**Scheduling Manager**

*Green Bay, Appleton, Milwaukee*

Absolute Concrete is seeking a skilled and experienced Scheduling Manager to join our team. A successful scheduling manager will play a crucial role in ensuring the successful execution of our construction projects by developing and managing comprehensive schedules for both manpower and equipment. In this role, you will collaborate closely with project managers, field superintendents, subcontractors, and other stakeholders to create accurate and efficient construction schedules that align with project objectives and timelines. Your expertise in scheduling methodologies will enable you to optimize resources, identify critical paths, and proactively address potential delays and conflicts.

**Essential Responsibilities**

- Develop, update, and analyze project schedules using industry-standard software.
- Collaborate with teams to understand project requirements and constraints.
- Monitor progress, identify delays, and propose corrective actions.
- Coordinate changes and updates to project schedules.
- Present progress reports to stakeholders.
- Optimize resource allocation for efficiency.
- Facilitate communication among project stakeholders.
- Provide guidance on scheduling best practices.
- Ensure schedules align with quality standards and critical path methodology.
- Maintain comprehensive project schedules utilizing industry software.
- Additional duties as assigned

**Qualifications**

- Bachelor's degree in civil engineering, construction management, or a related field strongly preferred.
- Proven experience as a scheduling specialist or similar role in the commercial construction industry.
- Proficiency in using scheduling software or similar tools.
- In-depth knowledge of construction scheduling methodologies and best practices.
- Strong analytical and problem-solving skills, with the ability to identify and resolve scheduling conflicts.
- Excellent leadership and interpersonal skills, with the ability to effectively communicate and collaborate with team members, clients, and other stakeholders
- Understand and perform project scheduling and cost-control
- Candidates must possess a valid driver's license.
- Project Management Professional (PMP) certification is a plus.
- Proven experience working on large-scale projects
- Good organizational and communication skills.
- Demonstrated ability to plan, organize, and prioritize work in a fast-paced environment
- Flexibility to travel
- Valid driver's license is required

**Benefits**

- Paid time off – including holidays and paid vacation
- Retirement benefits or accounts
- Commuting/travel assistance



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- Employee discounts
- On the job training and certifications
- Flexible Schedules
- Above industry standard pay
- Per diem
- Health and dental insurance
- Vision, life, and short-term disability insurance
- 401K with company match

Absolute Concrete is dedicated to fostering workplace diversity and promoting equal opportunity employment. We welcome and consider all applicants without discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other legally protected characteristics. As an Equal Opportunity and Affirmative Action employer, we are committed to creating an inclusive environment where everyone has the opportunity to thrive.

If you're a top-quality, hardworking and passionate person, apply today by filling out the application form at [www.absoluteconcretellc.com/absolute-concrete-careers](http://www.absoluteconcretellc.com/absolute-concrete-careers) or submit your resume to [HR@absoluteconcretellc.com](mailto:HR@absoluteconcretellc.com).