

**Role:** Senior Contract Planner  
**Location:** Ireland - Nationwide  
**Salary:** Competitive

**The Role:**

We are seeking a **Senior Contract Planner** to work with an enthusiastic, skilled and motivated team from our Galway office.

**Responsibilities:**

- Creating, maintaining and reviewing a programme of work.
- Liaising with design team, engineers and clients.
- Producing progress reports and forecasts for team members, clients and stakeholders.
- Breaking large jobs down into phases of development.
- Using project management tools to plan timeframes.
- Working with estimators to calculate the resources needed for a project.
- Planning contingency programmes in case timeframes change.
- Demonstrating knowledge of construction.
- Assist in bids for tender.
- Managing several projects programmes with the support of junior planners.
- Working between offices and construction sites (if needed).
- Provide detailed support and assistance to the project.
- Produce reports and programme commentary to customers on particular reporting requirements.
- Produce programmes / reports as required by the project team, including indication of deviation from the baseline programme.
- Formally issue programme updates to the customer as required by the contract.
- Attend progress meetings with internal and external customers and deliver presentation on project progress.
- Develop and produce fully logic linked and integrated tender programme comprising the design, procurement, construction and commission compliant with tender sum, design and methodology without assistance.
- Ensure planning and programming is produced on time.

**Requirements:**

- +5 years mid-senior level planning experience.
- Strong communication including writing reports and presenting.
- Understanding engineering principles.
- Working knowledge of NEC and FIDIC Gold form of contracts.
- Time management and planning.

- High attention to detail.
- Excellent IT skills and relevant knowledge of planning software including MS Project, Asta PowerProject and Primavera P6.
- Ability to remain calm under pressure.
- Strong problem solving.
- Budget and financial management.
- Work as part of a team and individually
- ASite Management background is beneficial

To apply for a position please send CV and cover letter to [hr@glanagua.ie](mailto:hr@glanagua.ie).