

**Project Planner**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Degree		✓
Prince 2/ITIL or similar		✓
Formal training in Primavera and/or MS Project		✓
<b>Experience &amp; Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Manufacturing (full cycle) background		✓
Minimum 3 years' experience of working with Primavera and Microsoft Project	✓	
Proficient user of Microsoft Excel	✓	
Proficient user of Microsoft Access		✓
<b>Skills &amp; Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Strategic planning and schedule development	✓	
Effective communication	✓	
Maintaining and developing effective relationships both internal and external	✓	
Intuitiveness	✓	
Working to tight deadlines	✓	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
To take part in NIS team meetings, events and training as necessary	✓	
To contribute to the development and implementation of the companies vision and organisational milestones	✓	
To work in accordance with NIS policies	✓	