



Portfolio Scheduler

We are seeking an exceptional Portfolio Scheduler to support the Regional Group and its affiliated companies by maintaining a high-level enterprise portfolio schedule to inform strategic and operations decision-making by internal stakeholders and the Executive Team.

About us

We:

- empower our people to strive for creativity, uniqueness, and distinction.
- are driven by values of Integrity, Commitment, Innovation, Attention, Balance, Gratitude, and Leadership.
- have a Commercial portfolio of over 2million sf existing portfolio plus additional development potential of over 1Million sf.
- are actively pursuing portfolio growth opportunities.
- have been shaping real estate in Ottawa for 60 years.
- are proud of our fun and professional environment that promotes and rewards learning, development, and success.

About the role

The Portfolio Scheduler will be responsible for:

- developing and maintaining the master portfolio schedule, tracking the key milestones across major programs and projects;
- evaluating project schedule progress and performance;
- providing monthly portfolio milestone reporting to the Executive Team;
- meeting with department heads to obtain updates;
- analyzing critical path and constraints to determine the effect of changes to schedule and recommending options;
- liaising with the stakeholders to monitor performance of selected major development projects; and
- identifying and advising on planning and scheduling improvement initiatives.

About you

You have:

- a high level of proficiency with MS Project required.
- a PMP Certification.
- experience with planning and scheduling.

- excellent use of MS Office suite.
- effective oral and written communication.
- excellent interpersonal and organizational skills.
- the ability to effectively prioritize and execute multiple tasks and manage conflicting priorities.

We offer a dynamic opportunity with an attractive base salary and benefits. Should Regional Group and this position be a good match for you, please email your cover letter and resumé to: recruiting@regionalgroup.com.

If you are an applicant with disabilities and require accommodations, please let us know in advance so that we may arrange for their provision.