

## Specialist Program & Reporting Scheduler

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Company: Mineral Resources Limited

Location: Western Australia

Category: other-general

MinRes is a top 50 ASX mining services company with a strong pipeline of projects that will drive unprecedented growth over the next five years. Our people are the foundation of our success, and we offer attractive salaries and benefits, opportunities for career advancement and world-class workspaces designed for employee wellbeing – to ensure our people get their best life!

About the role Reporting to the Head of Operational Readiness, you will be tasked with proposing, creating, and managing timetables for all associated Operational Readiness projects while collaborating closely with other teams to assess appropriate data and mitigate bottlenecks. The scheduler will track development, assess gaps, identifying essential tasks, recommend remedial measures, and revising progress made in quantifiable tables and graphs.

The role is based at our Osborne Park Head Offices, working Monday to Friday on a 2-year fixed term contract.

Establishing assignments, activities, and associated tasks by conferring with project managers and technical specialists by Identifying project tasks. Keeping track of project deadlines and schedules including monitoring the project's timetable and developing and revising project timelines, tracking development within project output, and targeting potential dangers and issues with the timetable. Creating, executing, and sustaining a viable system for managing schedules by having a reliable system for managing project timelines and establishing a process that effectively serves the specific requirements of the project while being adaptable, flexible for all relevant stakeholders. Collaborating with project team

members and external partners to organise the project timetables with clear communication and collaboration with technical experts, project managers and other stakeholders to establish project specifications and deadlines creating priorities to manage expectations with team members. Detecting potential complications in the project timeline and identifying any potential delays or problems that are going to affect the project's timeframe with the ability to examine the bottleneck and propose solutions to the Project Managers and Head of Operational Readiness. Proposing strategies for maintaining projects on time and within allocated finances by offering insightful advice on how to efficiently manage project resources and guarantee that the project is finished on schedule, within budget, and to the desired degree of quality. Assessing productivity and creating reports on the status of projects ensuring relevant stakeholders give appropriate data to support accurate reporting for all levels of the CSI business including executive leadership. What you'll bring to the team Tertiary Degree in Project Management or Business Qualification desirable or similar related discipline with industry experience. 3-5 years Supporting or Managing Projects & People associated with Mining, Operations or Construction. Proficient with Project Management Software and Applications eg: SmartSheets, Microsoft Project or Primavera P6. Ability to be confident to hold teams accountable for actions and delegate appropriate task to their respected project team And then there's the extra benefits We look after our people because they're the ones looking after our business. That means a range of additional benefits for choosing MinRes including:

Annual cash bonuses Great Employee Share plans – MyShare Employee discounts and offers Physical and mental health programs Salary packaging Ready for your next challenge? Make a fresh start with MinRes.

Mineral Resources Limited is a proud Equal Opportunity Employer, and we encourage applicants from diverse backgrounds to apply.

#J-18808-Ljbffr

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