

Job Description

Program Scheduler

Melbourne FL -- Mnemonics-Inc.

US CITIZENSHIP REQUIRED

OVERVIEW:

We are seeking a detail-oriented Program Scheduler to support our program management team. This role is mainly responsible for building, maintaining, and analyzing project schedules and associated cost data to ensure programs are delivered on time and within budget. The right candidate has good scheduling discipline, analytical skills, and thrives on keeping complex projects organized and transparent.

KEY RESPONSIBILITY:

- Develop and maintain Integrated Master Schedules (IMS) and other project schedules using MS Project.
- Track project tasks, dependencies, milestones, deliverables, and critical paths.
- Prepare weekly and monthly program reports, variance analyses, and 'what-if' schedule scenarios.
- Collaborate with program managers, engineers, finance to align schedules with budgets and resource forecasts.
- Maintain accurate documentation of schedule changes and updates.

DESIRED QUALIFICATIONS:

- Bachelor's degree (or equivalent experience).
- 3–7 years of experience in program scheduling, project controls, or related role.
- Proficiency in MS Project (scheduling) and MS Excel (spreadsheet analyses).
- Good communication skills — able to present schedule health and status to leadership and technical staff.
- Ability to manage multiple priorities in a medium to fast-paced environment.

E-Verify Job Type-Full Time 9/80 work week Drug Free Workplace Salary: \$35-45 / hour

E.O.E: race, color, religion, gender, age, national origin, gender identity, individuals with disabilities, veteran status, protected veterans, or disable.

About Mnemonics, Inc.

For 45+ years Mnemonics, Inc. has been a high technology supplier in the Aerospace and Defense, and Industrial markets. The corporation is committed to providing cost-effective products, solutions, and services that meet or exceed our customer's expectations while continuously striving for high quality and technical superiority.

Mnemonics, Inc. offers an environment where innovation and creativity are the keys to personal and corporate success. If you are looking for the small company environment, excellent salaries, comprehensive benefits; an exciting, and challenging future, then Mnemonics, Inc. invites you to apply.

Mnemonics, Inc.

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