



## Planner Telco

**Soort functie:** Freelancer en vaste medewerker      **Locatie:** Hasselt  
**Duur:** long term      **Referentie:** 202109229

### Omschrijving:

For our customer in the telecom business, we are looking for a Planner.

The planner is responsible for building, managing & maintaining a detailed planning of all outside works executed under own management and by our subcos to enable building out own infrastructure in a timely manner.

#### Required Responsibilities:

- Create and maintain a high-level planning in line with the prioritization of job types and agreed due dates
- Close follow-up of the contractors' planning and monitoring of the due dates being respected
- Organize and lead local meetings with internal teams and contractors to ensure a good planning and alignment between all concerned parties
- Timely escalation of urgent and structural issues
- Pro-active communication to all parties in case that delivery dates need to be postponed
- Building out a 3-month capacity planning in collaboration with the construction manager
- Ensuring timely reporting towards all internal parties
- Maintain a good data quality

### Vereisten:

#### Degree & Experience:

- First experience in a PMO office

#### Technical skills:

- Good knowledge of MS Office & thorough knowledge in Excel
- Ability to simultaneously treat several cases whilst keeping an overview and clear structure
- Access knowledge is beneficial
- Able to report in a clear and concise fashion

#### Attitudes/Behavior:

- Dynamic, assertive & stress resilient
- Team player able to coordinate teams with the necessary energy and enthusiasm
- Punctual with good analytical insights
- Customer centric

#### Languages:

- Dutch and English

**Start:** 2021-12-31 23:00:00