

PLANNING ENGINEER

A project planner is responsible for meticulously crafting and managing project schedules, resource allocation, and timelines to ensure the completion of projects. They are critical in coordinating tasks, optimizing resource usage, and mitigating potential delays

Key Responsibility

- Develop and maintain detailed project schedules that outline tasks, milestones, and deadlines
- Liaising with site construction teams and other related professionals
- Monitor project timelines and make adjustments as needed to ensure completion
- Identify shortcomings and advise on action plans on cost-reduction efforts
- Work very closely with Project Manager to plan and schedule, and program projects with your desired Planning Program.
- Maintain accurate project documentation such as resource plans, change orders, labour, expense and invoices.
- Keep daily track on activity and report deviations from schedule
- Prepare budget allocation and payment schedule to Finance department.
- Coordinate with suppliers/contractors for documents and timelines.
- Reconcile supplier's/contractors payment with accounts team.
- Drafting of contracts
- Setting up milestone and deadlines for individual projects.
- Conduct market study and prepare cost comparison.

Key Qualification, Experience, Skills, and Competencies

- Degree or diploma in Civil/ Mechanical engineering.
- Minimum 3-year experience in project planning for degree and 5-year experience for diploma holder
- Computer literate with a working knowledge of MS office applications
- Ability to prioritize, coordinate, and manage multiple activities
- Strong analytical and communication skills with Keen attention to details
- Problem solving mindset and a proactive approach to addressing challenge

Interested candidates are requested to send their updated CV and cover letter to hc.ke@maximagri.com stating the subject heading **PLANNING ENGINEER** by 30th January 2026.

Only shortlisted candidates will be contacted.