

**BESSOLO DESIGN GROUP  
ARCHITECTURAL, ENGINEERING, & INTERIOR DESIGN FIRM  
ST. PETERSBURG, FLORIDA**

**IS SEARCHING FOR AN EXPERIENCED A/E PROJECT & RESOURCE SCHEDULER—MS PROJECT**

Bessolo Design Group is an architectural design firm based in St. Petersburg, FL We currently have several openings.

Bessolo Design Group, an award-winning and highly rated Fast 50 Company by Tampa Bay Business Journal is seeking an experienced full-time **Architecture and Engineering Project & Resource Scheduler** to assist the project management and delivery of the firm's projects by providing project and staff scheduling for the firm. The Project and Resource Scheduler creates and maintains project schedules for assigned projects while communicating schedule status with management and the project teams throughout the project lifecycle. They will be responsible for developing integrated detail schedules incorporating all design disciplines, sub-consultants, and client deliverables. Project Scheduler will partner with various project management teams to review project schedules and validate durations, logic ties, critical path, and resource allocations. The scheduler will manage multiple projects simultaneously and support resource allocation for over 60 production personnel.

**Responsibilities**

- Maintain workload projections and provide recommendations for staffing
- Create and maintain project schedules in partnership with project management team
- Ensure accurate schedule information and reporting
- Lead project team in strategic planning/scheduling sessions
- Develop initial project schedules, defining project milestones and leveling resources
- Develop detailed design and schedules to define phasing for schematic, design development and contract documents
- Manage detailed project schedules throughout project duration
- Maintain the firms Master Project schedule and leveling resources

**Basic Qualifications**

- Demonstrated knowledge of Architectural and Engineering sequencing
- Demonstrated strong written and verbal communication skills
- Experience in managing multiple design project schedules
- Required experience using Microsoft Project scheduling software (version 2017)
- Minimum of 4 years Architectural and Engineering Project scheduling experience
- Minimum of 4 years scheduling and leveling resources for a minimum of 60 personnel

**Work Ethic**

- Must practice high morals and ethics
- Must be focused, organized, detail-oriented and able to prioritize
- Positive Attitude
- Ability to work closely within a team structure

**Education Requirements**

- Bachelor's degree in Building Construction, Architecture, or Engineering desired but not required

**About Us**

Bessolo Design Group, based in St. Petersburg, FL, is a 30 year old architectural, engineering, and interior design firm composed of professionals dedicated to providing quality creative and technical expertise involved with facilities development for private individuals and institutions. The firm has experience with both public and private sector clients with demonstrated expertise in Healthcare, Senior Living, Multifamily, Retail, and Community. Bessolo Design Group provides diversified design and management services in five major disciplines: Architecture, Interior Design, Mechanical/Electrical/Structural Engineering and Plumbing design.

Bessolo Design Group was created on the premise that the successful fulfillment of our commitments is the criteria by which our performance will be evaluated. Client Satisfaction is our number one goal.

We offer competitive salaries and generous benefits; medical, dental, vision, life insurance, AD & D and short-term disability for employee 100% company paid, long-term disability and additional life insurance at group rates, 8 paid holidays, 10 paid vacation days and 5 paid sick days, as well as a 401K match. We strive to provide a fun yet productive environment to enhance personal and professional growth.

Please submit Cover Letter, Resume, Project List with examples, professional references, and salary range to [Employment@bessolo.com](mailto:Employment@bessolo.com).

Please check out our website [www.bessolo.com](http://www.bessolo.com) for projects we have been involved in. EOE