

Scheduling Manager Job Description

- Assisting in the construction and development of the workforce management tool in order to meet the requirements of both local and national service delivery
- Contributing to the establishment and development of effective communication methods to support schedule management
- Overseeing and managing schedule processes, and conducting all relevant internal audits
- Developing and maintaining effective, sound and healthy communication with a wide range of people at various levels within the company and its customers and suppliers
- Assisting with the production of performance management data, scorecards, dashboards, and trackers
- Creating an environment where co-workers can challenge existing processes and discover new ways of working that can be of important advantage to the organization
- Identifying the issues or risks that are associated with any aspect of workforce planning cycle and its supporting data, and also suggesting appropriate recommendations or improvement strategies to support or tackle these issues
- Contributing to the development and management of training packages to ensure the effective use of information to boost performance
- Promoting guest satisfaction to encourage continuous patronization
- Developing healthy relationships with vendors in order to achieve scheduling goals and construction deliveries
- Assisting the organization with staff training, implementation of new software functionality, ideas, and testing
- Assisting in the accurate reporting of scheduling data with the use of various tools and models.