

Staffing Scheduler Job Description

Duties and Responsibilities:

- Help in the process of hiring and training both new and existing employees
- Develop work schedules and allocate employees to different duties and/or shifts
- Prepare and submit reports that have to do with employee operations
- Take responsibility for leave requests from employees and general work time-keeping (scheduling)
- Work with the payroll unit to ensure appropriate employee settlement
- Work closely with recruiting agencies to fill any existing vacancy in an appropriate way.

Staffing Scheduler Requirements – Skills, Knowledge, and Abilities

- Must have excellent communication skills, especially verbal/oral communication
- Must be able to work as part of a team, i.e., he/she must be an excellent team player
- Possession of good organizational and leadership abilities is a prerequisite
- Ability to work with little or no supervision
- Good interpersonal skills
- He/she must prove to be extremely reliable
- Must have excellent time management abilities
- A minimum of a BS or BA in Human Resources, Business Administration or any related field
- At least 2 years work experience in a similar role
- Any other certification would be of added advantage.