Downloaded from <https://www.velvetjobs.com/job-descriptions/lead-scheduler>

# Example of Lead Scheduler Job Description

Our growing company is looking for a lead scheduler. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for lead scheduler

* Directly responsible for verifying daily activities for each customer from origin to destination prior to and after the close of financial system
* Works closely with shippers, operation coordinators, pipe line controllers, engineers and field personnel to coordinate events in pipeline activity that affect the movement of product
* Communicate system capabilities and deficiencies each month to various groups
* Solicits best practices internally and externally to improve organizational effectiveness
* Develop work breakdown structures and project schedules involving identification of major milestones, capital budget, cash flows and resource hours
* Provide accurate and timely reporting of project delivery status to management
* Partners with Store Manager and ASMs prior to editing schedule each week to plan floor coverage needs
* Work closely with the Project Team to develop, maintain and manage the project in a Primavera P6 schedule
* Define TA event scheduling requirement with stakeholder and TA management team • Responsible for set-up and managing TA milestone schedule or V-schedule for TA event based on the scope
* Assist with continual training and communication for scheduling staff

## Qualifications for lead scheduler

* Bachelor’s degree or equivalent experience in crude oil and/or product pipeline movements
* Excellent communications skills (verbal and written), and good interpersonal skills
* Strong customer focus and excellent interpersonal skills required
* Must be extremely flexible and able to adapt quickly to changes resulting from pipeline interruptions or refinery changes
* Proficiency using PC applications, specifically Excel
* Bachelor’s degree or equivalent work experience in product movements in the pipeline industry or related fields