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

# Example of Planning Scheduler Job Description

Our growing company is looking to fill the role of planning scheduler. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for planning scheduler

* Administer all requests for R&DE space and maintain database accordingly
* Coordinate substantial project initiatives with summer conferences, operations, and other schedules
* Liaise with campus partners to support project document management initiatives
* Creates/manages integration schedules and oversees long range plans for multiple task orders
* Reporting/tracking responsibilities
* Review completed work activities for quality and performance
* Perform Outage Manager responsibilities when assigned
* Create and maintain Deployment Plans (field employee vacation scheduling and changes, time off, meetings, training, weekend duty, holiday duty, ) for all areas days/weeks/months out
* Utilizing designated software, oversees resources availability and capacity to ensure optimum production and customer satisfaction
* Schedules meeting and events in rooms across the university

## Qualifications for planning scheduler

* 4 years of experience using experience using MS Office Suite, specifically Excel, PowerPoint, and Word
* Bachelor’s degree in Business Management, Industrial Engineering, Finance, Accounting, Operations Management, Mathematics, Computer Science or related field
* 3 years project scheduling experience and advanced scheduling skills in Microsoft Project or other related scheduling tools
* Demonstrated knowledge of Microsoft Project or other scheduling software
* Use of Microsoft Project Server desirable
* 3 or more years of relevant work experience in a manufacturing environment