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# Example of Scheduling Specialist Job Description

Our innovative and growing company is hiring for a scheduling specialist. 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 scheduling specialist

* Coordinate technician movement with local operation managers
* Support operations leadership daily
* Assess, understand and communicate operational and customer experience hurdles to Scheduling Team leadership
* Do research regarding source issues, including but not limited to Internet research, confirming with contacts
* Work with Resource Manager in planning and developing strategies for engagement management based on engagement requirements and priorities
* Implement scheduling process to ensure compliance with process, incorporating requirements of region and function
* Project scheduler for industrial projects
* Understand contract requirements and coordinate the project team input to schedule
* Support development of all levels of the project schedule
* Participate in schedule review meetings

## Qualifications for scheduling specialist

* Possess a level of hearing sufficient for effective interaction with stakeholders by various means, including in-person, via phone
* Bachelor's Degree required, preferably in business or technical field (Supply Chain, Industrial Engineering, Operations Research, or Statistics)
* At least 1 year experience project management
* Able to thrive in a fast paced enviroment
* Medical assistant experience or certification
* Knowledge of GCP, GLP, HIPPA, and FDA rules and regulations