



Example of Scheduling Manager Job Description

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Our company is looking to fill the role of scheduling manager. 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 scheduling manager

- Ensure that Chancellor's contacts are updated regularly by Executive Assistant
- Ensure the Chancellor's calendar is updated with last minute changes by front desk staff
- Ensure the packet with Vice Chancellor's calendars and Vice Chancellor travel time for Chancellor each day by the Executive Assistant
- Be familiar with SRA(Schedule Risk Assessments) and how to implement with programs, when required
- Assist in the continued indoctrination of planning and production personnel in the planning and scheduling process
- Analyze team and individual metrics on a daily/weekly/monthly basis across multiple business lines to determine gaps and develop plans to fill gaps
- Provide direct leadership, management and coaching for senior scheduling coordinators (currently 10)
- Conduct regular 1-1's, staff meetings, performance managements, team building
- Meet regularly with business/marketing partners across five supported business lines
- Maintain strong relationships across all areas of the organizations

Qualifications for scheduling manager

- Strong communication, and relationship management skills, detail-oriented with the ability to self-lead prioritization efforts to determine/delegate appropriate steps for timely resolution
- Exemplary organizational skills, capable of multitasking and the ability to deliver high quality work under pressure, candidates should possess strong interpersonal skills, the drive, energy and commitment to learn, grow and succeed
- Demonstrated strong problem-solving skills required to effectively support live-day activities within centers
- Proven ability to positively interact with all levels within the organization, ability to influence and negotiate to deliver results
- Strong business acumen with a "value-add" mindset supporting relationship interaction model