



Example of Scheduling Manager Job Description

Powered by www.VelvetJobs.com

Our growing company is hiring for a scheduling manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for scheduling manager

- Meet with external wholesalers and share scheduling best practices
- Be the point of contact to answer territory specific questions and provide expertise
- Maintain scheduling best practices across all territories
- Initiates and promotes self-development of the WFM Scheduling Team
- Responsible for client implementation, education and training
- Serve as the primary resource for internal and external department interaction relating to new/existing clients during the implementation phase
- Provide on-site client education (end user) including but not limited to case management staff, clinical personnel and facility administrators
- Partner with sales, providing clinical expertise and support to achieve and ensure program growth
- Make client on-site visits to assess work-flow and opportunities for strengthening client partnership
- The ability to effectively interface with secondary Review Level, when appropriate

Qualifications for scheduling manager

- Methodical, attention to quality and details, results oriented
- In-depth understanding and competency with all WFM tools & resources including IEX, Totalview, Exony
- University/college degree is an asset
- Expertise with Microsoft Office specifically Excel, PowerPoint, Access,

- Practical expertise with Workforce Management software products (Nice IEX, Aspect eWFM)
- Production Manager- Facilities Scheduler has to have knowledge of each stage of the production process to effectively organize the necessary team members and to execute a facilities plan that will keep production on schedule and on budget