



Example of Scheduling Manager Job Description

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Our innovative and growing company is hiring for a 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

- Assists in the implementation of and monitor compliance with policies, procedures and standards of practice consistent with corporate and external regulatory guidelines
- Support and be responsible for testing handling all issues relating to the IBMS system, and providing training to new Program Scheduling staff
- Completes time and efficiency observations
- Manage and evaluate the Warehouse staff including but not limited to performance management and employee development
- Manage and evaluate the Materials/Warehouse staff including but not limited to performance management and employee development
- Responsible for the Program Planning Process for the New River Valley Plant
- Works with Commercial personnel to ensure that customers orders are slotted as close to requested build date, as possible
- Provides an interface among production, material, and the line schedule to ensure that orders are released on or before the targets established by Management, so that material will be available for line installation
- Provides a work environment conducive to the daily work required to support all departments as needed
- Provides information to Staff on Global KPI SSAR (Schedule Sequence Adherence Ratio)

Qualifications for scheduling manager

- Minimum 5 years of prior work experience in remote television production or sports television industry working with technical facilities
- Must be self-disciplined and have the ability to manage and prioritize extensive production operations under high level demands and tight deadlines without incident
- Works closely with the Director of Remote Operations, Production Managers, in-house
- Good understanding of DOT rules and regulations relating to driving times, distances and hour limitations for drivers preferred
- Sports production budget management experience preferred
- Proficiency with Google applications (Gmail, Calendar, Drive) and Microsoft Office applications