



# Example of Scheduling Supervisor Job Description

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Our company is growing rapidly and is looking to fill the role of scheduling supervisor. 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 supervisor

- Collaborates with management to coordinate the workflow and schedules within the Central Scheduling Team to insure an efficient daily operation
- Anticipate manpower needs and hire accordingly
- Attend scheduling meetings with management to plan upcoming needs
- Must be able to determine travel times to jobs and determine best plant locations to service jobs
- Needs to be familiar with different truck capacities and abilities and plant loading capacities, and what products are available at the various plants and sites
- Ensure that proper materials and adequate inventory levels are maintained at asphalt plants
- Must accurately record, maintain, and review employee time cards, and log driver service hours
- Receives, reviews, screens, and maintains job applications for future, qualified employees
- Prepares company employment records for new employees and other documentation as required
- Ensure employees follow company safety and environmental policies

## Qualifications for scheduling supervisor

- Significant experience in a complex aircraft scheduling environment

- Expertise using aircraft scheduling software such as PFM, FOS, BART) to perform qualitative/quantitative data analyses and interpretation
- Effective and demonstrated strengths in communication, presentation, and business analysis
- High motivation and strong customer focus is necessary
- Demonstrated ability to work independently and manage staff and/or cross functional teams and/or projects
- Demonstrated ability to prepare reports associated with divisional operations and programs