



Example of Scheduling Job Description

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Our company is looking to fill the role of scheduling. 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

- Provide technical direction and guidance to others regarding approved process, tools, technology, and skills for own projects and processes
- Support Customer Relations by making sure PMR information is on time and accurate
- Ensure that all project-level financial, contractual and schedule data is collected, processed and delivered in compliance with contractual obligations
- Strengthen the team and their skills in alignment with the corporation's strategic plan and objectives via balanced resource levels, succession planning & training
- Create an environment that encourages open dialogue, promotes mentoring & personal progression, such development leading to strong individual performance, team togetherness & high level of morale
- Ensure the team is given full exposure to all areas of program operations
- Advise business managers in integrating project schedules with Earned Value Management, supporting integrated baseline reviews, and advise on integrated project master reports
- Review execution of plan, makes appropriate adjustments, proactively resolves issues, and monitors EVM and program/project metrics
- Organize, implement and maintain scheduling management system supporting identified projects and their plans
- Interact with customer and project staff to schedule work and coordinate assignments, align staff with business area and program needs

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- Experience completing the new hire process from start to finish (i.e., Interviewing, CBC's, license checks, reference checks)
 - Bachelor's degree with 1-2 years of television scheduling experience preferred
 - BA degree in Business Administration or related field preferred
 - Bachelor's degree in Engineering degree from accredited college
 - Spell accurately
 - Must have strong computer skills and able to type accurately