



Example of Scheduling Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking to fill the role of scheduling. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for scheduling

- Taking down patient information
- Entering appointment date
- Handling phone follow ups
- Integration of new aircraft deliveries into the network
- Management of slot portfolios at a number of airports
- On-going management of relationships with airports
- Analysis of schedule efficiency
- Develop, Review and understand Contract requirements for CPM Schedule and establishes criteria for schedule development (schedule detail, work breakdown structure (WBS))
- You will maintain project schedules and focus on mid/long-term technical evolution schedules
- Maintain the overall Master Program /Project Schedule

Qualifications for scheduling

- One to two years television experience in general entertainment, fictional television, or nonfiction documentary television
- Passion for television and film
- Versed in the TV competitive landscape and current industry trends
- Must be detail-oriented and able to effectively multi-task in a fast-paced environment
- Communicating with multiple audiences
- 8+ years prior scheduling, cost integration, and Earned Value Management

