



Example of Scheduling Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is searching for experienced candidates for the position of scheduling. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for scheduling

- Development and implementation of scheduling tools (Pull, Kanban, ..) for all value streams and management of associated processes
- Contact gas producers and buyers to ascertain their requirements, , agreement numbers and other information required to transport gas
- Work with gas accountants to establish and implement invoice procedures, invoice adjustments, and/or confirm invoice information
- Successful performance requirements of SCI department goals and company business goals
- Liaise with industry service users and the DCC service providers
- Maintain the test schedule for industry testing
- Provide general administrative support to the Industry Test Services team
- Production of routine and ad-hoc reports
- Production, maintenance and dissemination of the industry test schedule
- Adjust the schedule daily to reflect sick calls, LOAs and FMLA

Qualifications for scheduling

- Candidate must be extremely detail oriented and able to work under tight deadlines
- 3+ years experience in creating, growing and managing a team
- Outstanding coordination and organizational skills and the ability to multi-task
- Prior project coordination or management experience required

Adobe Acrobat, Microsoft Office Suite and Microsoft Project

- Knowledge of basic computing and word processing applications