



Example of Scheduling Job Description

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Our company is growing rapidly and is looking for a scheduling. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for scheduling

- Call in staff based on sick calls
- Make sure that all staff is assigned to the right games based on proficiencies
- Optimize short strings by reducing tightening reliefs
- Ensure proper salon staffing based on pit manager/shift manager requests
- Re-allocate staff to games to open or close tables based on demand and Tangam recommendations
- Review next day's schedule and revise if needed based on expectations
- Coordinate the early out process based on business needs
- Coordinate the late in process based on business needs
- Coordinate mid-shift sick leaves
- Assist Shift Manager/Pit Manager as needed throughout the shift

Qualifications for scheduling

- Must be flexible and have the ability to work in a fast paced environment
- Must demonstrate strong customer service and follow-up skills
- Experience with problem/incident management resolution tools such as Resolve and HP Service Manager
- Understanding of change management procedures and tools scheduling best practices
- Extensive technical/scheduling knowledge of workload automation (traditionally called batch scheduling) software obtained by 'BMC Software' 'Control-M' and 'Autosys'

