

SCHEDULING COORDINATOR

Required skills and knowledge:

- Bachelors Degree and 2 years logistics experience helpful.
- Strong interpersonal and communication skills
- Strong computer skills with advance skills in Excel
- Excellent attention to detail, organizational and planning skills
- Able to project staffing needs in advance.
- Needs to have good troubleshooting and problem solving skills

Under the general supervision and guidance of the Scheduling Supervisor the Scheduling Coordinator's responsibilities include, but are not limited to scheduling technical and laboratory staff; distribute technical and laboratory staff schedules; collect and maintain technical and laboratory staff reported availability; and maintain a database that houses and tracks the following: availability, attendance, contact information, staff hours and training.

The Scheduling Coordinator will be required to simultaneously handle numerous factors in scheduling, including but not limited to scheduling of employee training, availability tracking, administrative employee eligibility status, study timelines, and reported staff needs. Likewise, the Scheduling Coordinator must keep abreast of all changes in study timelines and act accordingly and proactively to resolve any staffing issues.