



<https://citycalling.com/jobsearch/scheduling-officer/>

Scheduling Officer

Description

Our client, a UK based security company, is a leading provider of innovative corporate, construction and residential security solutions. Currently seeking an enthusiastic and committed people to join their busy Operations Team based in Harrow, London.

Responsibilities

- Candidates should have the ability to carry out multiple tasks whilst managing incoming and outgoing calls efficiently and effectively in a professional manner
- Supporting the Regional Operations Management team to ensure sites are adequately manned. This will include rostering guards to fill gaps created by holiday, sickness, AWOL etc.
- Granting/rejecting holiday requests submitted via employee portal
- File management and auditing
- All other reasonable duties and tasks as directed by Head of Operations, Head of Compliance and Regional Operation Managers

Qualifications

Skills and Experience

- A fast learner with the ability to pick up various computer systems quickly
- Good communication skills, both written and verbal
- Ability to communicate with a diverse group of clients and provide support and assistance
- Be reliable, flexible, organised and have good time management
- Have a minimum of 6 months experience in a similar environment
- Have a strong work ethic
- Ability to work on your own as well as in a team
- Ability to complete weekly and monthly KPI reports via the MS Office systems
- Experience in rostering

Qualifications

- Microsoft package, Excel, Word, Outlook. back office scheduling tool (training will be given)

Contacts

Hello@citycalling.com

Employment Type

Full Time

Beginning of employment

ASAP

Duration of employment

6 Months

Industry

Security

Job Location

London

Working Hours

8am-5pm

Base Salary

£ 20,000 - £ 21,000

Date posted

25th March 2019

Valid through

22 April 2019