

**JOB POSTING DETAILS**

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|--------------------|--|---------------------|--------------------|
| <b>Job Title</b>   | Scheduling Coordinator - Confidential Employer | <b>Job Type</b>     | RI                 |
| <b>Job ID</b>      | 11416  | <b>Duration</b>     | Full Time          |
| <b>Date Posted</b> | September 9, 2021                              | <b>Location</b>     | Sault Ste. Marie   |
|                    |  | <b>Closing Date</b> | September 20, 2021 |

**Job Overview - Description & Duties**

Our Company is looking for a Scheduling Coordinator to join our Service Department. The incumbent will be responsible for effective scheduling of service technicians in response to customer requests in coordination with department leads/supervisors.

He/She will also be responsible for making outbound calls to customers to sell/schedule other company programs and services. The candidate must have superior organizational skills and be detail-oriented in order to effectively manage the tasks associated with the position. Other duties may be assigned as required.

We offer

- Competitive Wages
- Health Benefits, EAP Services, and Company sponsored Pension Plan available

**Required Skills**

- College Diploma or equivalent work experience in relevant industry
- 3-5 years' experience in Customer Service or Scheduling/Dispatch role
- Strong verbal, written, and interpersonal communication skills.
- Must be proficient with Microsoft programs including Word and Excel, and willing to learn and utilize other software programs.
- Strong organizational and time management skills.
- Experience working in a fast-paced environment.

**Other Requirements**

NA

**How to Apply**

Qualified applicants are asked to submit a resume and cover letter via email no later than 5pm on Sept 20, 2021 to: [employmentsolutionsjobs@saultcollege.ca](mailto:employmentsolutionsjobs@saultcollege.ca) and quote job code #11416

Only those selected for an interview will be contacted.

Our Company is an equal opportunity employer. We are committed to providing employment accommodation in accordance with the AODA and Human Rights Code. If you require accommodation to apply or, if selected, for an interview, please advise Human Resources.