GARDAWORLD Careers

Resource Optimization Coordinator - St. John's

Reference	1418673000
Work locations	St. John's (Newfoundland, Canada)
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The position

Reporting to the Duty Manager, the ROC assists in implementing employee daily work schedules, including securing additional resources to fulfill scheduling requirements. To fulfil this role, it is essential to carry out various administrative tasks, including data management for resource management. The Resource Optimization Coordinator assists the SDM and DM by focusing on deployment, movement, and break management to ensure the full utilization of resources.

The responsibilities of the Resource Optimization Coordinator position

- Work with the Service Manager to implement and adjust the employee's daily work schedules, including, but not limited to, the change in breaks, the change in location and the change in training.
- Ensure that resources are deployed in a timely and effective manner to meet scheduling requirements.
- Help with securing additional resources when necessary to fulfill scheduling demands.
- Work closely with other members of the service delivery team to identify and address resource gaps and help with decision-making.
- Perform various administrative tasks related to the optimization and deployment of resources.
- Keep accurate records and records to support resource management efforts.
- Analyze and break down data related to resource utilization using internal scheduling software.
- Collaborate on strategies to enhance resource optimization and overall Service Delivery efficiency.
- Authority to coordinate and direct the deployment of staff in line with operational requirements, collective agreements and company policies.

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Requirements for the Resource Optimization Coordinator position

- Secondary school diploma or related field or equivalent work experience.
- A minimum of 2 to 3 years experience in resource management.
- Preference will be given to individuals with experience in the aviation industry.
- Ability to obtain and maintain a RAIC ID (regulated area) and Transport Canada authorization
- Proven ability to implement action plans and deploy resources.
- Experience in operational management and guidance in a unionized environment is considered an asset.
- Focus on continuous improvement and analytical capabilities.
- Ability to prioritize multiple tasks and adapt quickly in a fast-paced operating environment.

Employment conditions

- Most of the time, you usually go to the first line of the company (inside), but sometimes you work outside, with frequent opportunities to move.
- Exposure to situations that would be considered stressful, requiring the application of stress tolerance.
- Physical requirements include but are not limited to - standing; lifting; bending, stooping, kneeling.
- Ability to focus mentally and concentrate for extended periods.
- Analyze information and evaluate results to choose the best solution and resolve problems.
- Work in a collaborative team environment with operational employees, service delivery managers and service managers.
- Work schedules will be subject to change as operational requirements arise.
- Overtime may be monitored, but may be required, depending on operational requirements.

Search for reference 1418673000 on the Canadian GardaWorld careers portal.

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