GARDAWORLD
Careers

Branch Scheduler

Reference	1453444700
Work locations	Calgary (Alberta, Canada)
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The position

GardaWorld is the world's largest private security company. We operate in a range of highly targeted business solutions, including treasury, protection and aviation services. GardaWorld has great opportunities for personal growth and progress, fosters an environment of collaboration and encourages team cooperation. You can make a difference in a company that gives you the flexibility to provide the best customer service.

We hire a branch planner for our Security Services branch in Calgary, Alberta!. Under the direction of the Branch Operations Manager, the employee works with the Operations Team to prepare, manage and coordinate all scheduling activities of Calgary employees. With exceptional attention to organizational detail and skills, the ideal candidate would partner with our Operations and HR team to ensure that all administrative tasks are completed on time. At GardaWorld we dont just employ people we empower them.

WHAT DO WE OFFER?

- Starting Pay: $22.00 per hour
- Full time in an office position: Stability, full time with consistent hours
- Career growth: opportunities for career advancement and development
- Schedule of work: Tuesday to Friday from 6.30am to 5.30pm

GENERAL RESPONSIBILITIES

- Prepare, manage and coordinate all planning activities for different Calgary Branch sites.
- Ensure that all sites and areas are covered as intended and in line with customer requirements.
- Use planning software to capture client needs and update employee schedules.
- Ensure a high level of accuracy of data captured in the planning program, ensuring that new or more accurate data is entered with due diligence and that all deadlines are met
- Provide exceptional customer service to employees and clients.
- Work with the team to reduce overtime by searching for and applying knowledge of the schedule.

EDUCATION AND SKILLS REQUIRED

- Previous high-volume scheduling experience is an asset.
- Excellent oral and written communication skills.
- Particular attention to details and organizational skills.
- Strong knowledge of Outlook, Microsoft Excel, Microsoft Word, along with experience using planning software

Search for reference 1453444700 on the Canadian GardaWorld careers portal.

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