



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/12

## Scheduler/Planner

<b>Job ID</b>	<b>54-64-BB-48-43-C8</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=54-64-BB-48-43-C8">https://careers.indigenous.link/viewjob?jobname=54-64-BB-48-43-C8</a>	
<b>Company</b>	Standards Council Of Canada (SCC)	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2024-03-26	To: 2024-04-19
<b>Job</b>	Type: Fixed-term	Category: Public Administration
<b>Job Salary</b>	\$59,300 - 73,900 per year	
<b>Languages</b>	English Essential (Bilingualism Is An Asset)	

### Description

A Day in the Life of a Scheduler/Planner

The Scheduler/Planner works across accreditation programs, scheduling qualified personnel (AS Branch staff and contracted personnel) for the delivery of accreditation services and activities in line with stated requirements.

The Scheduler/Planner coordinates customer requirements, technical requirements, and personnel availability and qualifications to ensure accreditation services are provided in accordance with the schedule, supporting customer satisfaction and branch revenue projections.

The Scheduler/Planner works with the Customer Service and Technical Service staff and management to review planned assessment status, prioritize assessments, and deal with other potential schedule interruptions or rescheduling, highlighting resource gaps/surpluses and making recommendations for corrective actions.

The Scheduler/Planner analyzes new demand and ensures new assessments are added to the master calendar and schedule with realistic dates, smoothing or leveling the allocation of resources to ensure current and future work can be executed when needed. When capacity and / or resources are scarce, the Scheduler/Planner allocates and prioritizes resources to minimize impact to customers and the Branch.

Your background

- Post secondary education in the area of business administration, science, or other related discipline
- A minimum of 3 years' experience providing information and guidance to customers in a professional environment
- A minimum of 3 years' experience providing customer service, account support and general administrative support, preferably in a technical environment
- Bilingualism in both official languages (English/French) is considered an asset.

Key Activities

- Building and maintaining effective relationships with contracted personnel
- Confirming SCC ability to do the work
- Establishing long term and annual assessment calendars
- Plan personnel qualifications
- Scheduling assessment activities
- Assigning assessment activities
- Monitoring personnel
- Reporting on planning and scheduling performance
- Strengthening the business
- Maintaining and enhancing personal competencies
- Supporting ongoing improvements in Accreditation Services business practices

A final note

Note: Priority will be given to Canadian citizens and permanent residents.

Please attach a detailed cover letter to your resume. In addition to learning about your education, training and experience, we want to hear your story! We'd love to hear about how your accomplishments, and the skills you applied to achieve them, relate to the role and why you think this opportunity is a good fit for you.

We are committed to creating and fostering a diverse, equitable and inclusive work environment that reflects the peoples' lives that we impact and the Canadian community that we work within. We strive to create an environment where everyone is comfortable being their authentic selves. We welcome Indigenous peoples and persons from all races, ethnicities, gender identities and expressions, sexual orientations, and physical or mental abilities to be part of our team.

We strive to ensure a barrier-free selection process. If you are contacted regarding a job opportunity, testing or interview, please advise the HR representative of the accommodation measures that you require to enable you to be assessed in a fair and equitable manner.

Please complete all fields in this online application and submit before the closing date of April 19th, 2024.

Upon our review of all applications, those who appear to be the best fit with the mandate of this role and with SCC's mission and vision will be contacted. You will receive confirmation that your application has reached us.

Thank you for your interest in SCC and for taking the time to review this ad.

### How to Apply

Click "Apply Now"