

Carrie - A **Scheduling Coordinator** is responsible for managing and organizing appointments and work schedules to ensure efficiency and smooth operations within an organization.

Key Responsibilities of a Scheduling Coordinator:

- **Appointment & Calendar Management** – Scheduling meetings, client appointments, or job assignments.
- **Communication & Coordination** – Acting as a liaison between customers, homeowners, clients, or departments to arrange schedules.
- **Workforce Planning** – Assigning shifts or tasks based on availability, workload, and priorities.
- **Record Keeping** – Maintaining accurate scheduling records, tracking changes, and updating systems.
- **Conflict Resolution** – Adjusting schedules as needed to resolve conflicts or last-minute changes.
- **Software & System Use** – Utilizing scheduling software, spreadsheets, or databases to manage appointments.

This role requires strong organizational skills, attention to detail, and the ability to multitask in a fast-paced environment.