**Job Title**: Skip scheduler

**Location**: Millennium Park

**Reporting to**: Skip Supervisor

**Hours of Work:** 7am -5 pm Monday to Friday (Rotation 1 in every 6 weeks)

 7am-1 pm Saturday (Rotation 1 in every 6 weeks)

**Salary:** DOE

**Job Purpose:**

To undertake the role of scheduler within the Panda Commercial Skip Dispatch Division. The role is key to ensuring agreed service levels are achieved for all our customers and customers’ expectations are met through accurate and organised driver and fleet scheduling.

**Role Context:**

The scheduler’s role is an integral part of the skip dispatch service, communication with key departments such as operations, admin and customer service is critical in ensuring our customer's expectations can be fulfilled on a daily basis.

**Principal accountabilities include:**

* Ensuring all drivers and trucks are out on time daily
* Continuous communication of all relevant updates to the whole scheduling department
* Fleet Management – incl. vehicle check sheets, supervising shifts & time management of drivers, allocating all drivers dockets
* End of day debriefing for drivers, Adhoc answering and rectifying all driver queries
* Checking previous days timesheets for issues that need rectifying
* Dealing with and documenting all accidents, incidents, and breakdown with correct reports/forms or procedure
* Answering internal and external e-mails with urgency
* Liaising with other departments to complete the service loop correctly, in a timely and consistent manner
* Work as part of a team with a positive attitude
* Flexibility from your designated work patterns will be required

**Skills Required:**

* Knowledge of Dublin and surrounding areas is desirable
* Professional communication skills through e-mail or phone.
* Customer Focused
* Good organizational skills
* Good computer skills
* Ability to work in a team environment
* Excellent people skills
* Proven ability to perform and remain calm under pressure
* Flexibility– the ability to respond to different tasks in other areas of the working
* Environment

**Package Offered**

* Full Time / Permanent after successful completion of 6 months’ probation
* Paid Annual Leave
* Access to staff well-being programmes
* Performance based bonus
* Sports and Social Clubs
* Career development through mentoring and training
* Corporate Social Responsibility Opportunities