

Scheduling Manager job opening | Coralville

Randy's Flooring is seeking a full-time Scheduling Manager at our Coralville Store location. The Scheduling Manager is responsible for all day-to-day project scheduling and coordination of all new installation work for the company including, but not limited to; crews, project managers, materials, site services, etc. This is an integral management role that is directly tied to the success of the company and overall customer satisfaction. The ideal candidate will possess strong interpersonal skills, excellent time management skills, a high level of attention to detail and a willingness to be a team player to accomplish the company's goals. This is a full-time, salaried position with work hours of Monday – Friday, 6:30am – 4:00pm.

Requirements:

- Bachelor's degree or the equivalent
- Ability to read and comprehend instructions and information
- Previous scheduling background dealing with multiple crews/tasks
- One year of supervisory experience
- Excellent communication and managerial skills
- The ability to work under stress and be flexible with change
- Strong interpersonal skills to deal with Sales people, sub-contractors and customers
- The ability to work in a fast paced, detail-oriented environment
- Good computer skills, Microsoft Office products (Word, Excel, Outlook)
- Will be trained on the store computer system
- A great attitude and a desire to succeed

Responsibilities:

- Manage the scheduling of installations
- Collaborate with other departments to ensure a successful project completion
- Respond to customer concerns and provide excellent customer service during and after installation as necessary
- Recruit and coordinate subcontractors
- Manage the information regarding performance, development and expectations of independent subcontractors and provide meaningful feedback
- Develop strong working relationships with installers and focus on retention efforts
- Perform other functions as necessary or as assigned
- Attend managers' meetings

Benefits:

- Employee sponsored health insurance plan
- ESOP (Employee Stock Ownership Plan)
- 401k with employer contribution after first year
- Paid vacations, holidays
- Flex Spending/Dependent Care

Apply At:

<https://www.randysflooring.com/job-opportunities>