

Job title	Scheduling Coordinator
Reporting to	Team Leader
location	Leeds
Job summary	<p>Svella Connect is a leading provider of telecoms and digital infrastructure, building and installing high-speed broadband networks to help connect businesses and residents with full-fibre internet. With depots in Warrington, Leeds and Kirkby in Ashfield, Nottinghamshire, we are a leading contractor for telecoms and internet providers such as Virgin Media and Openreach – and carry out a range of projects across Yorkshire, Midlands and the North West.</p> <p>Our vision is to be the employer of choice in the industry by investing in long-term growth, introducing technology, innovation and developing efficient ways of working to ensure excellent service for our clients and their customers.</p> <p>An opportunity has arisen for a Scheduling Coordinator based at Leeds.</p> <p>Reporting to the Team Leader you will be responsible for the regional planning and organisation of the works programme to ensure effective use of direct and sub contract labour.</p> <p>Other duties include:</p> <ul style="list-style-type: none"> Organisation and management of weekly programme meetings with supervisors in allocated area. Ensure weekly planned value is recorded, monitored and reported to the Operations Manager. Highlight any shortfalls within the programme and detail these to the Operations Manager. Update the Svella Connect management systems within specified timescales and deliverables required within the contract. Participate in team meetings, training and activities. Ensure teams are programmed effectively to satisfy location, skill set and work type. Liaise with supervisors to ensure all projects have the appropriate paperwork in place to enable them to proceed. Interpret instructions and implement actions according to scheduling procedures set out for the contract. Liaise with the NRSWA team to ensure the appropriate notices have been requested in line with the project durations. Use personal judgement and initiative to develop effective and constructive solutions to challenges and obstacles in scheduling procedures.
Skills, qualifications and experience required	<p>The ideal candidate for this role should have the following skills:</p> <ul style="list-style-type: none"> 3 years scheduling experience Fully conversant with Microsoft Office packages Excellent knowledge of planning software A positive approach to work Excellent organisation skills The ability to work well under pressure Excellent communication skills Be IT literate with good presentation skills

Salary & Benefits	Salary = Competitive Benefits = Pension 3% employee contribution/5% employer 25 days holiday plus statutory Training and ongoing development Health Care (Vitality)
Applications	All applications in writing, including full CV to: recruitment@svellaconnect.com or please visit our candidate portal via our website https://www.svellaconnect.com/careers At Svella, we are committed to creating inclusive opportunities for all our employees. We encourage applicants from all backgrounds to reflect the communities in which we operate and serve, and the customers we support. Please do let us know should you require any reasonable adjustments during any part of the application process.