

Job title	Residential Scheduler
Reporting to	Operations Manager (Yorkshire)
location	Leeds
Job summary	<p>Svella Connect is a telecommunications contractor working with Virgin Media and Openreach to expand the national fibre network. With depots in Warrington, Leeds and Huthwaite, Nottinghamshire we operate through these strategically placed offices covering the midlands and north of the Country.</p> <p>The opportunity has arisen for a Residential Scheduler to work in our Leeds Office.</p> <p>Reporting to the Residential Operations Manager you will be responsible for the regional planning and organisation of the residential 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 reviews with Team Managers in allocated regions. • 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 Team Managers 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"> • 2 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	For the right candidates we offer an attractive benefits package in a rapidly expanding forward thinking company. Competitive salary depending upon experience and qualifications.
Applications	All applications in writing, including full CV to: recruitment@svellaconnect.com