****

**Lead Scheduler**

**Job Description**

**Job Type:** Full Time

**Department:** Human Resources

**Reports To:** Manager and/or Director of Human Resources

**Prepared Date**: 7/8/19

**SUMMARY:**

Prepare the schedule and coordinate the receiving of schedule inputs from managers of other departments. In addition to creating the weekly schedule, this role provides support in all areas of the Human Resources department.

**JOB RESPONSIBILITIES:**

* Communicate with managers of departments to acquire scheduling inputs for their teams each week
* Manage time-off inputs with manager
* Maintain ongoing communication with personnel regarding the weekly schedule
* Pull event data from Retreat Guru
* Edit previous week’s schedule in scheduling software for current week
* Prep for Dishes and Dining Room plans
* Complete Dishes and Community Service schedule.
* Create a weekly employee schedule with provided inputs each week
* Email weekly schedules to the community
* Print and place hard copies of the weekly schedules
* Email monthly time-off requests
* Provide assistance to the HR team with other tasks when the schedule is either complete or you are waiting for information.

**ADDITIONAL JOB RESPONSIBILITIES:**

* Provide administrative work, as needed, in all areas of the Human Resources department
* As a member of the staff of Sunrise Ranch, contribute to the overall success and fulfillment of our mission through:
	+ Creative, uplifting expression that inspires others
	+ Enthusiastic contribution to the fabric of the Sunrise Ranch community
	+ Diligent, productive work that contributes to the Sunrise Ranch team effort
	+ Supporting, promoting and contributing to the vision, plan and work of the Spiritual Director and the Trustees of Emissaries of Divine Light
	+ Clear, supportive surround for guests, visitors and staff
* Perform other essential duties as assigned

**QUALIFICATIONS**

* Ability to maintain confidentiality of all HR information, personnel relations and data
* Ability to be an independent self-starter who exercises good judgement to take appropriate and timely action
* Strong computer skills required, including Word, Excel, Google.
* Proven organization skills and ability to multitask and prioritize work
* Ability to solve problems and make decisions
* Strong attention to detail, accuracy and analytical ability
* Ability to be flexible and work well in a changing environment
* Strong communication skills and the ability to work well with others

**CONDITIONS**

* Work hours: as needed, up to 40 hours a week, primarily Monday through Friday
* Benefits: health insurance, dental reimbursement, paid vacation and holidays
* Physical requirements: ability to sit and work at a computer for several hours a day

**EXPERIENCE**

* Kronos: 1 year (preferred)
* Database administration: 1 year (preferred)
* Human Resources: 1 year (preferred)