
SCHEDULING ADMINISTRATOR - CANCELLED

TA/Full Time Employment Opportunity

Reporting to Management Supervisor, Scheduling, Efficiencies & Connect Centre, the Scheduling Administrator is responsible for producing, distributing, and maintaining efficient schedules that support Manitoba Liquor & Lotteries' staffing requirements, as developed and approved by Management. The incumbent will act as a communication point for employees to advise of any unplanned leaves, and also be responsible to receive, process, and respond to HR Connect Centre inquiries.

Duties:

- Coordinate all aspects of assigned departmental schedules using the computerized scheduling module.
- Adjust and implement schedules/shifts as requested by department management.
- Assign eligible replacements ensuring appropriate use of part-time and casual staff.
- Ensure instances of employee absenteeism are received, logged, amended from the schedule and reported to department managers.
- Ensure that associated information is made available to Payroll.
- Process leave requests following guidelines, and fill shifts associated with the requested leaves.
- Make recommendations for schedule adjustments based on operational requirements.
- Enter payroll exceptions as required.
- Run reports to verify and ensure the correct number of hours have been entered.
- Receive, document and respond to HR Connect Centre inquiries and/or triage to next level resolution.
- Forward employee change action information related to employee status changes and modified and temporary work assignments to the Management Supervisor, Scheduling Efficiencies (or Dual) or the Time Reporting Analyst.
- Process all operations templates related to mandatory training, attendance adjustments, and shift switches.
- Provide effective communication to management and co-workers about daily activities, both verbally and through daily reports and memos.
- Support and comply with Corporate Social Responsibility commitments in policy, procedures, and practices.
- Encourage a climate that supports diversity.
- Performs other duties as assigned.

Primary Qualifications:

- A grade XII education (high school diploma or G.E.D. equivalent).
- A minimum of two years' experience in a computerized office environment.
- Must have familiarity with department operations and schedules.
- Basic skills in Microsoft Office (Word, Excel and Outlook).
- Excellent communication and interpersonal skills.
- An understanding of Manitoba Liquor & Lotteries' scheduling processes and procedures.
- The core competencies for this position include achieving quality results, adaptability/managing change, communication, customer service, decision making and problem solving, integrity and building trust, teamwork and cooperation and valuing diversity. These competencies are deemed important for the success of the position and organization.

Secondary Qualifications:

- Bilingual (French/English) language skills.
- Courses in Human Resource Management and Payroll.
- A solid understanding of Manitoba Liquor & Lotteries collective agreements as they relate to attendance/time-reporting issues.

****Testing may form part of the screening/selection process. Employment Equity will be a factor in the recruitment process. Circumstances may arise where the bulletin may need to be withdrawn or the number of positions may need to be increased depending on the Collective Agreement.*

Salary: \$21.42-\$26.37
Bargaining Unit: CUPE
Location: Buffalo Place

Individuals should apply by completing our online application form at www.mbl.ca/jobs or by submitting a resume and application to careers@mbl.ca

All applications are due by November 24, 2022.

We thank all interested applicants, however, only those selected for interviews will be contacted.