

## Works Planner & Scheduler

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Company: Career Cross Limited

Location: Castleford

Category: management

Works Planner and Scheduler – Castleford - £24k - £26.5k per annum plus benefits

Our client is a well-established company based in Castleford, due to continued growth and expansion they are now looking to recruit an experienced Works Planner and Scheduler to join their existing team.

Main responsibilities of the role will include:

- \* Scheduling and planning all works nationally on a rolling weekly basis, liaising with both clients and Engineers.
- \* Support Engineers in the field ensuring they have the correct training, job information, equipment etc.
- \* Arranging travel and hotel accommodations for Engineers working away from home
- \* Generating and providing various management reports
- \* Any other ad hoc tasks for the management team that help to maintain service and the division's commitments.

All applicants must possess the following skills / experience:

\* Previous experience in a similar position is essential

\* Excellent administration skills

\* Excellent communication skills

Benefits include: free parking, life insurance, company pension, ongoing career progression, staff discount scheme and private healthcare

Keywords – work scheduler, scheduler, travel planning, travel, works engineer, transport planning, transport planning, planning, scheduling, planning, logistics, transport, labour, controller, labour controller, scheduler, planner, operations, operations planner, operations scheduler, labour planner, schedule, engineer, engineers, travel planner, admin, administration, service, service planning, planning, service planner, Castleford, Wakefield, Yorkshire, West Yorkshire

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