

# United Arab Emirates Jobs Expertini®

## Operations Scheduler

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Company: Crown Worldwide Group

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

### About Crown Worldwide Group

**The Crown Worldwide Group** provides mobility, relocation, logistics and storage services to corporate and private customers all over the world. We've been moving people's lives for over half a century, always putting people at the centre of everything we do. We have a proud history - but we're also looking to the future, investing in smart technology, growing our businesses internationally and staying ahead of the curve. We promote diversity and inclusion in the workplace, hiring motivated and skilled people and inspiring them to do the best work of their lives. Our efforts as good corporate citizens considers the environment and the communities we work in through our Corporate Social Responsibility program.

For more information, please visit: <https://www.crownworldwide.com>.

We are hiring an **Operations Scheduler**

**Location : Dubai.**

This role will be office based at our Middle East HQ at Dubai Investments Park - 2, Dubai, UAE

With over 35 years of experience, Crown Relocations is the premium brand for international moving services in the UAE. The Operations Scheduler plays a critical role in delivering local and international household goods and commercial moving services. This requires strong communication skills, attention to detail, and the ability to effectively manage multiple tasks and priorities. The successful candidate will join a dynamic, professional and diverse team with an excellent track record of success.

### Key Responsibilities

Plan the day to day working schedule based on job priority, customer commitments, and resource availability.

Manage staff, transport, and material resources with maximum efficiency to minimize costs, optimize utilization and productivity.

Monitor and proactively follow up during services to ensure that all commitments are kept and that customers are entirely satisfied.

Think ahead. Forecast future requirements, identify opportunities to reallocate resources or negotiate with partners to source resources.

Build strong working relationships, and communicate effectively, with Move Managers, Crew Supervisors, service partners and local vendors.

Utilize systems to efficiently manage customer files. Ensure that Crown systems are updated with service process information in real-time to track progress.

Participate in regular communication sessions, team meetings, and learning to improve performance. Identify opportunities for process improvements, cost savings, and cost avoidance.

### **Aptitude, knowledge & qualifications**

Demonstrable experience in Operational planning and scheduling roles.

Passionate about delivering operational excellence and exceptional customer experience.

Ability to set priorities, manage your time and workload and dependably meet strict deadlines in a potentially high pressured, rapidly changing environment.

Confident can-do attitude and a willingness to work as part of a team to meet customer needs and achieve business goals.

Well-developed administration and organisation skills with strong attention to detail.

Solution oriented approach to problem solving and decision making.

Excellent analytical, interpersonal and communication skills.

Proficient computer skills with experience using Microsoft Office and scheduling tools.

Strong communication and presentation skills.

Cultural sensitivity and awareness.

Excellent written and spoken English. Additional language skills are an advantage.

### **What we can offer you**

Comprehensive health insurance, including vision and dental

Life & Personal Accident insurance

24/7 Access to an Employee Assistance Program

Paid Time Off – including volunteer leave, birthday leave etc

Year-round Health & Wellness programs

Learning & career development opportunities

### **Company**

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