

## **Full-Time Scheduler**

TotalWellness, a national provider of corporate health screenings, is looking for a full-time Scheduler. Position is Monday-Friday, 8 am – 4:30 pm.

### **Major duties and responsibilities include:**

- Responsible for scheduling medical staff for nationwide corporate health screening/vaccination events.
- Contact medical staff via phone or email to ensure all assigned events are fully staffed and information about the events is conveyed to the staff.
- Rotating weekend on call duties from home from Friday at 4:30pm to Sunday at 4pm (0-2 calls normally)

### **Qualifications:**

- High School education or equivalent.
- Excellent computer skills and ability to learn new software applications.
- Must be detail-orientated and able to multi-task.
- Superior customer service and telephone skills.
- Ability to interface with a wide range of people in a professional manner.
- Organizational skills, time management skills, and the ability to prioritize work.

To be considered for this position, please send resume and cover letter to Teresa Sharkey at [TSharkey@totalwellnesshealth.com](mailto:TSharkey@totalwellnesshealth.com)