



<https://phoenixvirtualstaff.com.ph/job/recruitment-scheduling-specialist/>

Recruitment & Scheduling Specialist

Description

The Recruitment & Scheduling Specialist is responsible for managing staff scheduling operations while supporting full-cycle recruitment activities. This role ensures proper shift coverage, coordinates staffing adjustments, and assists in sourcing, screening, and interviewing candidates. The ideal candidate is highly organized, communicative, detail-oriented, and experienced in scheduling systems such as WellSky, with the ability to multitask effectively in a fast-paced environment.

Responsibilities

- Manage and maintain accurate staff schedules to ensure adequate coverage
- Coordinate shift assignments and handle last-minute scheduling changes
- Utilize WellSky for scheduling, tracking, and documentation
- Source and identify initial candidates for open positions
- Update and post job descriptions on recruitment platforms
- Send messages to candidates and schedule phone screenings
- Conduct initial interviews and assess candidate qualifications
- Maintain accurate applicant records and perform data entry tasks
- Communicate staffing updates and recruitment progress with the team
- Perform other recruitment and administrative tasks as assigned

Qualifications

- Minimum of two (2) years of experience in U.S. homecare scheduling
- Proficiency in WellSky/Kinnser (required)
- Experience in scheduling of appointments or staffing
- Recruitment experience is a plus
- Experience conducting candidate interviews
- Above-average written and verbal communication skills
- Excellent organizational and time-management skills

Hiring organization

Phoenix Virtual Solutions

Employment Type

Full-time

Job Location

Remote work possible

Date posted

March 25, 2026