

Workforce Coordinator / Staff Scheduler

OMNI OLM DOOEL is looking for a full-time, remote Workforce Coordinator / Staff Scheduler for a well-known North American brand to **work from home**.

We believe that if you have the right skills and motivation to be successful, you will be a great fit for the team of our client.

Work hours: USA working time (EST) – either 15-23 or 16-24 in local Macedonian time.

All candidates must have:

- Superior English speaking and writing skills.
- Strong organizational and communication skills, as you will coordinate with multiple employees and managers.
- Ability to use common business software tools.
- Experience in employee shift scheduling, ideally in health care.
- Knowledge of workflow management and schedule optimization based on availability and operational needs.
- Ability to manage last-minute changes, replacements, and scheduling conflicts.
- Own a PC or a laptop with the following **Minimum Technical Requirements:**
 - Windows 10 Home or Pro
 - Processor: i5 or higher, AMD i5 or higher
 - 8 GB RAM or 16 GB RAM
 - CPU score: minimum 4k (you can check the processor score using the following website: https://www.cpubenchmark.net/cpu_list.php), and
- Internet speed of a minimum of 30 Mb upload/download, preferably fiber optics (test at www.speedtest.net).

Previous experience in HR, operations, or administration in the healthcare, hospital, or long-term care sector is a **plus**.

What we offer:

- ✓ **Monthly salary paid as a freelancer* (Договор на Дело)**
- ✓ Paid training period
- ✓ Full-time role – 40 working hours from Monday to Friday (no weekends)
- ✓ Permanent job type
- ✓ Work from anywhere as long as you have access to a stable and fast Internet connection
- ✓ Possibility for learning, professional growth, and building an international career.

To apply, send your up-to-date CV in English to: andrijana@omniolm.com as soon as possible.

****We kindly ask you to apply only if you are happy to work remotely as an independent contractor.***

We are an equal employer and we welcome everyone matching the experience and skills to apply.

***NOTE:** Only the most suitable candidates will be contacted.