

Scheduler | Work From Home – Fully Remote

Description

ClearDesk is hiring a Philippines-based Scheduler for a fully remote role supporting busy home-care operations. The position focuses on keeping schedules accurate, handling changes quickly, and coordinating with teams so day-to-day coverage stays organized. **Compensation: Competitive.**

Responsibilities

- Manage and update daily, weekly, and monthly schedules.
- Handle last-minute changes and rescheduling accurately.
- Coordinate updates between teams, clients, and managers.
- Maintain internal scheduling records and documentation.
- Track open time slots, availability, and scheduling activity.

Qualifications

- Strong organization and communication skills.
- Comfort working independently in a remote environment.
- Reliable primary and backup internet/power setup.
- Computer equipment that meets ClearDesk remote-work requirements.

Experience

Scheduling or administrative coordination experience is helpful; candidates may be matched to similar roles based on qualifications.

Skills

Scheduling, coordination, communication, organization, documentation, remote work

Job Benefits

Fully remote work from the Philippines, long-term placement potential, prepaid HMO coverage, training and ongoing support. Compensation is listed as competitive.

How To Apply

Apply through the current ClearDesk listing: [Scheduler application](#).

Hiring organization

ClearDesk

Employment Type

Full-time

Duration of employment

Long-term placement

Industry

Operations / Home Care Scheduling

Job Location

Remote, Philippines
Remote work possible

Date posted

October 5, 2026