Downloaded from <https://www.velvetjobs.com/job-descriptions/move-coordinator>

# Example of Move Coordinator Job Description

Our growing company is looking for a move coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for move coordinator

* Interface with Business Group Representatives, Strategy, move vendors, Technology, CRE Mgmt
* Creates the To/From list working with the Business Group Representative
* Works within budgets for projects
* Evaluate move requests, plan and coordinate the entire move process
* Assists in the development, modification and support of new furniture purchasing contracts
* Manages the furniture portfolio and maintains inventory through monthly reports and tracking
* Identifies existing furniture solutions currently in place and develops standard operating procedures for all furniture activity
* Enters project information data
* Processes documentation for project commitments
* Conducts sales activities as requested by the Sales Director

## Qualifications for move coordinator

* The employee may also be regularly required to sit or stand for prolonged periods of time
* Regularly use hands to operate office machinery including, but not limited to, telephones, computers, fax, and photocopy machines
* Associate's Degree (AA/AS) , College Diploma in Architecture or Engineering Technology or equivalent preferred
* Minimum of one year(s) of related experience
* 2-3 years of MAC ( Move, Add, Change) experience is strongly preferred
* Maintains a flexible schedule to accommodate the needs and schedules of prospects