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# Example of Move Coordinator Job Description

Our innovative and growing company is looking to fill the role of move coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for move coordinator

* Oversees and manages projects including small projects like painting and carpet repair
* Responsible for preparing project status reports for work group
* Coordinates meeting scheduling and communications plan regarding the project among for project delivery team or work group, client and management
* Enters project information and data into project management technology tools (software applications, web-based tools, job cost accounting tools)
* Acts as a 'go-to' administrator for project tracking systems and websites
* Oversees and processes documentation for project commitments
* Trains new project support team on project policies, administration and governance
* Assists management in the implementation of and monitoring the adherence to project governance practices and policies
* Assists in project closeout process including turnover documentation and financial reconciliation
* Utilize a computerized automated system to track, plan and maintain work, moves, and storage activities

## Qualifications for move coordinator

* Must be a current, permanent VA Central CA Health Care System employee
* College degree and/or related experience and training preferred
* Enters data into the KPI tracker in regards to completed MDAT tickets for work orders
* Perform clerical, statistical, and data entry tasks in support of the administrative work activities of the warehouse
* Process customer requests and assist in scheduling work orders and debit deliveries
* Coordinate with the customer through phone and or email to ensure availability to complete the debit and work order request