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# Example of Move Coordinator Job Description

Our innovative and growing company is looking for a move coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for move coordinator

* Counsels the transferees on the status of their shipment's progress
* Print, online and verbal campaign
* As directed, coordinate move(s) with facilities management, all parties involved in moves
* Provide clerical/administrative support function for move management team
* Assists the Sales & Marketing team in maintaining a thorough working proficiency of YARDI
* Supports the Sales & Marketing team by effectively maintaining all prospect records current in YARDI
* With guidance from upper management, deliver all office planning and MAC projects successfully to the customer while minimizing all risks to client and internal customers
* Develops the scope and initial design up to the procurement stage
* Procures the project in accordance with the strategy outlined in the initiation phase
* Ensures the project is implemented in accordance with the design and ensures a timely response to questions related to field conditions

## Qualifications for move coordinator

* Prefer college courses in accounting
* Previous international transportation industry experience preferred
* One (1) year aviation experience airline experience or airline service provider experience
* Dietitian registered with Commission on Dietetic Registration (CDR)
* Previous experience with move management preferred
* 2-4 years of business experience - post high school graduation required