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# Example of Move Coordinator Job Description

Our growing company is hiring for a move coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for move coordinator

* Provides leadership in all aspects of office furniture planning and reconfigurations with proven experience and knowledge on open office furniture system products, finishes, installation requirements and specifications
* Responds to on-going requests from offices including furniture, property maintenance questions
* Develops and implements Life/Safety and Emergency Preparedness plans
* Manages and implements global signage standards, coordinates orders
* Coordinates office "Hoteling" processes
* Assists in developing and administering the annual facilities budget
* Serves as client single-point-of-contact for day- to- day moves, adds, and changes, and project execution related to move management
* Supports the maintenance of a central database housing property floor plans, space configurations, furniture layouts, Manages work orders / requests received in CAFM system (Manhattan)
* Coordinates with clients and Planning team to identify equipment requirements and special support area furniture needs
* Assists with the coordination of the move process – identifying, adding or improving procedures as needed

## Qualifications for move coordinator

* Experience with interior design preferred and basic knowledge of apartment renovations helpful /apartment leasing environment a plus
* Keen desire to serve seniors
* Previous senior living experience preferred
* Creative approach to goals and challenges
* Is proficient in Microsoft Office and other marketing-related software
* Ability to acquire and use In-depth knowledge of KP's policies, practices, practices, business principles, theories, concepts, and systems