



Example of Moves Manager Job Description

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Our growing company is looking for a moves manager. 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 moves manager

- Can easily identify risk and propose solutions to resolve/eliminate
- Displays strong negotiation strategy and demonstrates value of baseline Space (FM System) to client teams
- Engages account teams to meet transition and account objectives
- Closely follows baseline protocol and tools
- Effectively communicates and engages Regional Account Practice Lead
- Stays informed on changes to the process and system
- Ensures Client Field Manual incorporated as a key output of the documented 3-phase MAC process
- Contributes as an SME to the MAC Leadership Team and supports any FM Systems enhancement projects
- Successfully plan and manage large (1000 plus people) move management projects
- Regularly meet with key customer contacts to determine and understand customer policies and other specific occupancy-related needs

Qualifications for moves manager

- Goal oriented, hardworking, conscientious, reliable and can work well in a team environment
- Confident and self-motivated with a proactive approach
- Needs to be able to prioritize in order to meet various clients requests and

- Possess the ability to deal and interact with people at all levels, including clients, vendors and consultants
- Excellent Health and Safety understanding
- Good Understanding of a Trading Floor Environment