



# Example of Moves Manager Job Description

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

## Responsibilities for moves manager

- Prepare integrated business unit portfolio strategies to identify leveraging opportunities between like requirements and functions (e.g., lab consolidation)
- Develop and implement processes to periodically evaluate and refine the alignment of the real estate strategy with business unit strategies
- Conduct supply/demand analysis for impacted locations
- Receives and processes client MAC requests from CAFM system, Occupancy Planning and/or project manager
- Provides the lead and single point of contact for all MAC related items
- Assists in the development and coordinates the delivery of required reporting
- Provide space test fits for client requests using CAD software and/or through design consultant
- Manage procurement and installation of furniture aligned with Corporate Real Estate client standards
- Establishes complex MAC project goals and objectives and evaluates project performance, making changes where necessary to ensure desired end results
- Initiates/attends meetings as required in planning meetings, and to review schedules with the client, MAC related vendors, Occupancy Planning, and key stakeholders

## Qualifications for moves manager

- Monitor progress against control documentation including programme,

- Carry out regular reviews with clients to ensure expectations in delivery are met
- Continuously monitor activities and seek out opportunity for improvement including partnering with other cross functional stakeholders as necessary to achieve those identified
- Participate in system enhancement and testing programmes related to internal applications such as 'Service Manager' and 'Boxi'
- Ensure a customer oriented service is provided at all times, and throughout the team, having direct interaction with clients, senior management, vendors and other cross functional stakeholders as required
- Asset management skills - particularly in areas such as furniture and technical equipment