



Example of Moves Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of 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

- Manages support suppliers (furniture, movers, technology, telephony,) that may be required in order to deliver the services outlined
- Provide move signage, general move directions, and be present at the move site, available to answer questions and resolve post-move issues
- Perform additional job duties as assigned
- Coordinate and implement project relocation plans and schedules
- Lead all coordination efforts for MACs
- Coordinate and schedule project meetings to provide timely end user communications
- Coordinate and analyze proposals and bids from approved vendors
- Ensure MAC execution and completion adheres to approved scope, schedule, budget and documentation
- Update aperture system related to the movement of employees identified
- Issue orders for approved projects to contractors, supervise furniture and related equipment moves, receive and verify invoices for payment

Qualifications for moves manager

- Manage supporting suppliers (movers, move management companies under contract, technology, telephony, furniture)
- Solid understanding of, Space (FM Systems), Corrigo, OVSC, Spend/Project (OVF/OVP) and Account Management requirements to deliver operational

- Demonstrated technical proficiency and ability to learn systems functionality quickly
- Must have 100% comfort level with technology and tools including Space (FM Systems), integrated applications/functions
- Seven years of documented, progressive experience in all aspects of Move Management and or Project Management
- Advanced skills in all applications of Microsoft Suite applications, including Visio and Microsoft Project