



Example of Moves Manager Job Description

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Our company is looking for a moves manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for moves manager

- Programming Phones / Setting up voicemails[daa] includes VOIP, SKYPE phones, polycoms, Avaya, DSL lines, MSR virtual – Agent log-ins (call center phones), Cisco Avaya adds, changes and deletes, Unified messaging - voicemails
- Patching phone lines in telecommunication closets
- Troubleshooting IT issues arising during a move or equipment installation
- Software adds/deletes and changes to the Home Office and Regional offices
- Workflex support
- Meeting Service Representative on boarding support
- Disaster Recovery/Business Continuation support
- Avaya Decommission (80 phones decommissioned each quarter)
- Plan project work and identify resource requirements (labour, plant, materials and S/Cs)
- Produce or advise on short term working programmes for the Moves Team

Qualifications for moves manager

- Flexibility with work hours and 30%-40% travel is required
- Process oriented with strong technical skills
- Experience in producing high level of work output
- Ability to interpret business scenarios to translate and communicate how to apply the MAC Move Management process to that scenario
- Process improvement specialist

