



Example of Relocation Manager Job Description

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Our company is growing rapidly and is looking to fill the role of relocation 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 relocation manager

- Directs and oversees the strategy and operation of Global Mobility Relocation and Assignments, project planning and execution, risk management, new services, performance management and continuous improvement activities
- Develop, coordinate & maintain appropriate command media policies & procedures
- Manage direct mortgage lenders
- Coordinate all VP-level relocations with Corporate
- Review and approve all relocation invoices
- Performance Measurements for both Relocation and Assignment teams
- Provide direction & guidance to full-time IT-team supporting ITRIP System to include annual budget development, monthly budget assessments and total-year forecasting
- Identify, prioritize and drive for completion of major system enhancements
- Lead analyst team responsible for managing all aspects of international travel & domestic assignment activity
- Identify and support securing all immigration requirements

Qualifications for relocation manager

- Data Centre relocation experience
- Strong finance/banking industry knowledge will be highly regarded

- You must be an Australian Resident to apply for this position
- College degree in Applied Sciences or Business preferred
- 4+ years previous supervisory or management experience in the beverage industry preferred