



**JOB TITLE**  
**Relocation Coordinator**

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**Company**  
TheMIGroup

**Work Setting**  
Other

**Job Description**  
Relocation Coordinator

Our People. ?Our Difference...

TheMIGroup is a global provider of relocation and assignment management programs to the worldwide corporate community. We are recruiting the following role at our Calgary location...

Working closely with our corporate client managing the entire mobilization of their employees, you will ensure that you exceed our client's expectations. Counseling and coaching employees on corporate relocation benefits, entitlements, and administration of relocation policy with client guidelines are key components of this role. Working with diverse backgrounds and cultures, you have the ability to interpret and communicate HR policies and practices.

Ideally, you have a background in relocation or HR administration. You have a strong background in customer service combined with excellent organizational and communication skills (both written and verbal). You also have the ability to thrive in a fast-paced, multi-tasking environment. You are a solid team player with a 'can do' attitude. Proficiency with Microsoft Word and Excel is a must. Working knowledge of SAP is an asset. You have a strong head for numbers along with an excellent attention to detail. In addition, you must be a proactive problem solver and have a superior telephone manner.

This position has a part-time on-site component, working on location at our client's office two days a week. You will be engaged with the mobilizing employee population in a face to face capacity while on-site.

To apply please visit our website at [www.themigroup.com](http://www.themigroup.com) and apply on line. Ref # CALIRC/4211

We offer an excellent salary plus bonus opportunities, comprehensive benefits, and training in a fun yet professional team environment.

TheMIGroup would like to thank all applicants; however, only those selected for an interview will be contacted. Personal data collected will be used for recruitment purposes only. TheMIGroup is an Equal Opportunities Employer.

**Region**  
Canada

**City**  
Calgary

**State**  
CAN-AB

**Type of Work**  
Full Time

**Contact**  
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