


JOB TITLE
Relocation Managers/Coordinators
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Company
 TheMIGroup

Work Setting
 Other

Job Description
 RELOCATION MANAGERS/COORDINATORS

Our People.
 Our Difference...

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

If you are energetic and customer driven and thrive on hard work and responsibility, you are the right person to work closely with our corporate clients and their expatriate employees, coordinating their relocation services, including the logistics of their household goods move to settling them in at their new destination. You will manage relationships with our local and international suppliers as well as have responsibility for receiving and processing initiations in SAP.

As the successful candidate you will ideally have 3 – 5 years experience in the relocation industry, with solid employee/expatriate counseling abilities and a strong skill set for file management. You must also be diplomatic and empathetic and have excellent relationship development skills. Experience in moving personal effects or logistics coordination would be advantageous.

In addition to the above you will possess excellent customer service, a high energy level and ability to work to deadlines. Solid organizational and time management skills with the ability to work in a fast paced environment is essential. Strong communication skills both written and verbal, good problem solving skills and attention to detail is a must. A head for numbers and strong computer skills (Excel, Word, Outlook) is necessary. SAP knowledge would be a definite asset.

For the right person we offer an excellent salary plus bonus opportunities, comprehensive benefits, and training in a fun yet professional team environment.

To apply for the above position, please visit our career website and apply online at www.themigroup.com, quoting reference # SFRM/4911. TheMIGroup would like to thank all applicants, however, only those selected for an interview will be contacted.

We seek to include diversity in our workforce. Personal data collected will be used for recruitment purposes only.

Region
 International

City
 Hayward

State
 CA

Type of Work
 Full Time

Reference No.
 SFRM/4911

Contact
 Carmen Allen
 TheMIGroup
 6745 Financial Drive
 Mississauga, Ontario L5N 7J7 Canada
 Phone: 1-888-677-4650
 WebSite: www.themigroup.com
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