



## MOVE COORDINATOR – ENTRY LEVEL

**Country Wide Moving and Storage** is a top rated moving and storage service based in Saskatoon, SK. We have been in business over 75 years and are dedicated to servicing the transportation needs of corporations, governments, and individuals. We are a dynamic and growing company that is committed to customer loyalty through excellent quality service. For more information visit [www.cwmoving.com](http://www.cwmoving.com)

### **Job Title: Move Coordinator**

**Job Summary:** We are seeking a highly organized and detail-oriented Move Coordinator to oversee and manage the entire relocation process for our clients. The Move Coordinator will be responsible for planning, coordinating, and executing all aspects of the move to ensure a smooth and efficient transition. This role requires excellent communication skills, the ability to handle logistics, and a commitment to providing top-notch customer service.

### **Key Responsibilities:**

- **Client Consultation:** Act as the primary point of contact for clients, conducting needs assessments and providing guidance throughout the moving process.
- **Move Planning:** Develop customized moving plans tailored to each client's specific requirements, timelines, and budgets.
- **Vendor Coordination:** Liaise with moving companies, packing services, storage providers, and other relevant vendors to ensure all services are properly arranged and scheduled.
- **Logistics Management:** Organize transportation and logistics, including vehicle rentals, permits, and any necessary third-party services.
- **Inventory Management:** Ensure all items to be moved are properly inventoried, packed, labeled, and tracked throughout the process.
- **Problem Resolution:** Troubleshoot any issues that arise during the move, such as delays, damages, or logistical challenges, ensuring timely resolution.
- **Documentation:** Maintain accurate records of all transactions, including quotes, invoices, schedules, and client communications.
- **Post-Move Support:** Provide follow-up services after the move to ensure client satisfaction and address any outstanding concerns.

**Qualifications:**

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to manage multiple projects and work under tight deadlines.
- Proficient in relevant software, such as scheduling and inventory management tools.
- Problem-solving abilities and a customer-service mindset.

**Preferred Skills (considered an asset but not required):**

- Proven experience in move coordination, logistics, or project management.
- Experience in corporate relocation services.
- Familiarity with local, interprovincial, and international moving regulations.
- Knowledge of packing and shipping best practices.

**Benefits:**

- Dental care
- Disability insurance
- Extended health care
- Life insurance
- Vision care
- Paid time off

**Schedule:**

- This is a full-time salaried position Monday to Friday 8AM-5PM
- The role may involve some travel to client locations and vendor facilities.

**Work Location:** In Person

**Salary:** Commensurate with experience.

Resume's can be sent to:

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