



## **International Relocation Coordinator**

### **OUTLINE for International Relocation Coordinator:**

Coordinator arranges the transportation for the international relocation of Department of State employees. Coordinator must communicate effectively, at various levels, with all parties involved to ensure services are performed to meet contractual obligations and within industry guidelines.

### **QUALIFICATIONS for International Relocation Coordinator:**

- High school diploma or equivalent is required.
- Exemplary customer service and communication skills (verbal and written) alongside an enthusiastic attitude are a necessity.
- Proven problem/solution identification and analytical decision-making skills will be helpful.
- Ability to multi-task and work in a fast-paced, autonomous environment with consistently high-quality results is necessary.
- Must successfully pass a criminal background investigation and pre-employment drug test.

### **DUTIES AND RESPONSIBILITIES for International Relocation Coordinator:**

- Responsible for maintaining communication throughout the move process with Department of State, customer, dispatch, various vendors and accounting department.
- Arranges the vendors for origin services, line haul, port services, ocean and/or air freight, customs clearance, destination services and insurance for each shipment.
- Provides the vendor costs for each shipment to accounting department.
- Administers all necessary information and paperwork to ensure an efficient and timely relocation for the customer.
- Sets up and maintains all computer records for customers.
- Verifies that services are performed as scheduled and adhere to all contractual guidelines, as well as industry guidelines, pertaining to the move.
- Ensures each customer's record and data file content is complete and accurate.
- Communicates directly with customers to schedule and confirm appointment times, delivery dates, and start times for all booked jobs.
- Reports all shipment information and status updates via EDI to Department of State.
- Collects prepayments or COD amounts from customer or informs accounting department to invoice the account.



**Moving & Storage**

Able Moving & Storage is a highly respected moving and storage firm located in Northern Virginia. Founded in 1987, Able Moving & Storage is a family owned company, and one of the largest independent moving companies in the Washington Metropolitan Area.

Able's dedicated leadership and employees consistently work to provide the best, most professional, responsive, and safe relocation services available to corporate, government, residential, and commercial clients on the move. In the role of client advocate, Able Moving & Storage brings extensive management, planning, and operations experience in performing the necessary solutions for your firm's relocation needs. Able performs requirements under various contracts with large corporations as well as with the U.S. Government. We are familiar with all requirements necessary to ensure the safe, secure, and efficient packing, transportation, unpacking, and storage for domestic and international relocations.

Professional services provided from Able Moving & Storage, Inc. include:

- Household Relocations
- Office and Industrial Moving and Relocation
- Containerized Storage, Receiving & Distribution Services
- Commercial/Office Relocation

Required experience:

- 1 year of experience preferred, but not required.