

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 **San Francisco (Hayward)** location...

### **Relocation Coordinators**

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. A strong skill set for file management is required. You must be diplomatic and empathetic and have excellent relationship development skills. Experience in moving personal effects or logistics coordination would be advantageous. SAP knowledge would be a definite asset.

### **Administrative Assistants**

The Administrative Assistant will be responsible for providing administrative and resource support to our Client Services and Business Process Teams, as well as maintaining office filing systems and creating client customer & provider packages, accessing and printing documentation from SAP. You will also assist in the distribution of couriers, mail, faxes as well as order supplies.

In addition to the above, the successful candidates must have excellent customer service orientation, a high energy level and ability to work to deadlines, strong communication skills both written and verbal, good problem solving skills and attention to detail, a head for numbers and strong computer skills (Excel, Word, Outlook).

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 visit our website and apply online at [www.themigroup.com](http://www.themigroup.com)

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.