



Corporate Account Coordinator Career Opportunity

Date Posted: September 1, 2022

Employment Type: Full Time

Location: Hybrid

Department: Household Goods

Reference: VAC22-15

- Responsibilities:**
- Customer contact for corporate client inquiries
 - Liaise with transferee throughout their relocation by coaching and answering questions regarding the move process
 - Arrange for surveys with sales and agent partners
 - Prepare estimates for account and obtain approval for services outside account policy
 - Register moves with van line and secure third party services where required
 - Perform move management calls to ensure all going well on service dates
 - Communicate with operations and agent partners to arrange/confirm service details
 - Counselling transferee on cross border requirements, collecting required documentation
 - Other duties as required

- Qualifications:**
- Strong communication skills verbal and written
 - Excellent organizational skills and ability to multi-task
 - Ability to prioritize own workload and adhere to deadlines
 - Knowledge of basic computer software and experience with van line software an asset
 - Sales and customer service background – minimum 5 years
 - Knowledge of van line software preferred
 - Industry knowledge or experience preferred

This successful candidate will work a hybrid schedule both in our Mississauga's office and remotely from home.

Please note the responsibilities and qualifications/skills listed above are only partial lists.

Compensation: Based on Experience

Available to: Internal and External Candidates

Submit résumé and/or application form to: Mackie Moving Systems
Human Resources Department
933 Bloor Street West
Oshawa, Ontario
L1J 5Y7

Confidential Fax: (905) 434-4655 or E-Mail: mms.humanresources@mackiegroupp.com

Mackie is committed to being an equal opportunity employer.

We thank you in advance for your interest. Only those applicants selected for an interview will be contacted.