



Move Coordinator -- Brampton, ON

About us

QMM has successfully moved people to all corners of the globe for over 25 years! Our reputation sets us apart from other moving companies because of our constant commitment to quality, paying close attention to each moving detail. QMM was named Allied Van Lines Agent of the Year in 2021. We have locations in Vancouver, Calgary, Toronto, and Edmonton. QMM is a growing organization, and our team includes diverse professionals committed to providing an outstanding moving experience to our corporate and private clients. We believe in corporate social responsibility and partner with many organizations within our community.

What You Will Be Doing

- Proactive and timely communication with the client throughout the relocation process
- A hands on approach to our relocation process
- Track incoming shipments and having stellar communication skills
- Educate client on import/export customs requirements as well as the relocation process
- Keep our systems up to date
- Build a rapport with our clients
- Print Paperwork
- Perform administrative tasks including scanning paperwork and creating files

What You Will Bring

- The ability to exceed client expectations and the natural ability to build rapport with others
- Superior multi-tasking skills
- An excellent command of the English language, both verbal and written
- Strong computer skills and the ability to type a minimum of 50-60 wpm
- Strong problem solving skills with an ability to analyze and identify client needs
- Excellent customer service skills
- Naturally energetic and a committed team player with a passion for success

What Can We Offer You for All Your Hard Work?

- Group Benefits including extended health and dental – after the probationary period
- Paid time off - Vacation and Sick Days
- Discounted Storage & Packing Materials
- Flexible Work Policy

To Learn More about QMM, please visit our website at <https://www.qmm.com/>

To apply, email your resume to Jessica Virk jvirk@qmm.com.