



The Bridge Group, LLC is a growing San Francisco based project management firm. We provide real estate consulting services as the owner's representative to lead commercial projects to success. Specializing in construction project management, move management and facilities consulting services, we are expanding our team and need a multi-faceted and experienced senior move manager.

We continually gain recognition and awareness for our solid reputation and work in the industry. The Bridge Group is respected in the construction management and design community and partners with recognized firms. Our diverse clients range from hi-tech headquarters and campus work, healthcare, biotech and non-profit work.

Opportunity

Ready to contribute to our success? We seek a Senior Move Manager to lead client relocation projects in the Bay Area. Projects vary in scope, complexity and size. Our move managers are responsible for the overall coordination of the project from implementation, managing scope, budget, schedule and all communications.

Qualifications

A successful candidate is a leader who has demonstrated success managing large and complex moves with 10+ years managing commercial relocation projects. The ideal candidate has experience managing furniture reconfigurations, knowledge of electrical and data as it relates to furniture, strong vendor management experience including, but not limited to, technology, security, facilities and property management.

Candidate should have a strong vendor network, be able to work independently with little direction, have great communication skills and positive cheerful personality. Must be highly proficient in Microsoft Office, especially Word and Excel. Must have excellent written and verbal communication skills. Must be detailed oriented. Night and weekend work with some travel should also be expected.

Compensation

- Competitive salary plus bonus
- Health, dental, vision and life coverage
- Retirement plus company matching
- Flexible time off
- Paid holidays

Interested?

Send us your cover letter and resume to tamara@the-bg.com. We look forward in hearing from you!