

# THE BRIDGE GROUP

CONSTRUCTION & PROJECT MANAGEMENT



The Bridge Group is a fast-growing woman and minority-owned project management and workplace services consulting firm. We serve a diverse clientele of top tier companies globally from our headquarters in the San Francisco Bay Area and our office in New York City.

Our highly skilled team has vast experience in a wide variety of disciplines endowing them with a deep understanding of design and construction as well as compressive knowledge of the workplace. Equally, we focus on the human element of our roles bringing well developed communication skills and the ability to inspire teams. We are committed to fostering a culture of integrity, diversity, inclusion, equity, creativity, and empowerment and we are recognized and respected in the industry for our impeccable work and solid reputation.

## Opportunity

Ready to contribute to our success? Join The Bridge Group as our new Move Manager acting as an owner's representative for our clients and lead client 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 pre-move support through implementation, managing scope, budget, schedule, and all communications.

## Responsibilities

- Handle Pre-Move, Move and Post-Move on-site coordination
- Develop overall relocation strategy, including detailed schedule/move plan
- Develop relocation schedules, including detailed breakdowns of major tasks and resources required
- Create and manage the move matrix
- Provide vendor recommendation and coordination
- Create and install move signage
- Create move preparation instructions for employees and provide Q&A
- Track and monitor project budget to control project costs
- Develop project contingency plans

## Qualifications

A successful candidate is a leader who has demonstrated success managing large and complex projects. Must have excellent computer skills (Word, Excel, MS Project) and superior communication skills, both written and verbal. Ten years or more direct experience doing move management is required.

## Compensation

- Competitive salary plus bonus
- Health, dental, vision and life insurance coverage
- Retirement plus company matching
- Generous PTO policy
- Education reimbursement

## Interested?

Send us your cover letter and resume to [info@the-bg.com](mailto:info@the-bg.com). We look forward in hearing from you!