

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 MAC Coordinator! In this position you will assist with the implementation of relocations, logistic moves, furniture reconfigurations, and IT systems for moves of people, daily/weekly additions of the client team, or changes to the configuration.

Responsibilities

- Coordinate furniture and technology needed for MAC request.
- Coordinate with space planning team on getting installation plan and handling execution.
- Create schedule, and coordinate with team members including movers and technology.
- Figure out the number of movers needed for each MAC project; confirm schedule with them.
- Handle communications with end-users affected by the move.
- Oversee movers while onsite and be present during post-move.
- Close-out the project

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. 5 years or more experience doing MAC work 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. We look forward in hearing from you!