

We're Seeking a "Relocation Specialist" to Join Our TEAM!



Join our team!
We're Hiring



The ELOCEN Group®, LLC is a Program and Project Management provider in the built environment, committed to improving the quality of lives in our communities. Key service offerings include Construction Management, Design Management, Information Technology, and Facilities & Logistics Integration. These services extend from initial pre-planning through all project development phases to final turnover/occupancy and logistics support.

Learn more at www.elocengroup.com

All interested applicants must APPLY ONLINE at
<https://elocengroup.com/careers>

Job Title: Relocation Project Manager

Reports to: Director Department: Program
Operations FLSA Status: Exempt

Company Information:

The ELOCEN Group, LLC is a small minority woman-owned company that is a Program and Project Management provider in the built environment with a focus on Federal & Local Government and Commercial facility projects. Our service offerings include: Construction Management, Design Management, Information Technology, Facilities & Logistics Integration.

Summary of Position:

The Relocation Project Manager is responsible for the services required for the reorganization and consolidation of existing facilities, and/or opening new facilities, participation/documentation of interview process, procurement process management, vendor coordination, project records management, and move/equipment furniture installation management.

Primary Responsibilities:

- Works directly with the assistant project manager on each project and in supporting client requirements.
- Ensures that the program is executed on schedule and within budget.
- Manages the development of movers and other vendor's Scopes of Work
- Maintains records of the move and damages caused by movers.
- Maintains project documentation, coordinating schedules, and providing on-site supervision of move activity.
- Coordinates paperwork and subcontracts involved in relocation project.
- Assists with moving budgets, development of the move sequence schedule, furniture, systems and equipment reuse plans.
- Experience managing construction projects.
- Experience in working with the General Services Administration (GSA), and a familiarity with GSA's rules, policies, and general workflow.
- Working knowledge of Public Funded (State or County) projects.
- Working knowledge of Maryland Procurement Standards
- Ability to read and interpret floor plans: review and comment on Design Intent Drawings and Construction Drawings
- Experience drafting a draft furniture layout for modular systems and office furniture.
- Strong customer service skills.
- Strong problem-solving skills with proven analytical skills.
- Strong writing and communication skills.
- Ability to work independently on assignments provided.
- Excellent computer software skills – Microsoft Office (Word, Excel, Access), email and electronic calendar (Outlook) and excellent keyboarding skills.
- Prior experience managing large relocation/facility projects.
- Ability to travel as required.
- Ability to pass a criminal or other background check.

Candidates should have, as a minimum, a bachelor's degree and at least four years of specialized experience in relocation project management.

Minimum Qualifications (Education, Experience, Skills):

Candidates should have, as a minimum, a bachelor's degree and at least one year of supervisory experience.

- Experience with federal contracts is highly desired.
 - Prior experience in supporting multiple mid to large projects.
 - Detail oriented, well organized, and able to work well in a team-oriented environment.
 - Strong communication skills both oral and written.
 - Strong ability to multi-task and effectively deal with changing priorities and meeting crucial deadlines is a must.
 - Knowledge of all computer applications including MS Office is essential with strong proficiency in Excel and PowerPoint
 - Strong knowledge of MS Project required.
1. Required and preferred credential are:
 - a. CCM® professional credential preferred.
 - b. PMP® and LEED AP® BD+C professional credential preferred.

Personal Characteristics:

1. Strong analytical, numerical, and reasoning abilities.
2. Participative work style type—advocates team concept.
3. Well-developed interpersonal skills. Ability to get along with diverse personalities.
4. Ability to establish credibility and be decisive—but able to recognize and support the organization's preferences and priorities.
5. Effective communication skills, written and verbal.
6. Results oriented with the ability to balance other business considerations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals may need to sit or stand as needed. May require walking, primarily on a level surface, for periodic times throughout the day. As required, reaching above shoulder heights, below the waist or lifting up to 25 lbs. to retrieve or store materials throughout the workday.

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