



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 Description

Title: Relocation Coordinator/Specialist
Reports to: Program Operations Director
Department: Program Operations
FLSA Status: Exempt
Date: July 2026

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 Coordinator/Specialist works with the project manager in supporting the client requirements. 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:

1. Coordinate paperwork and subcontracts involved in relocation project.
2. Regularly reports work status to Project Manager to allow for timely issue resolution.
3. Help to maintain a clean, safe, and organized work environment.
4. Strong computer software skills –Microsoft Office, (Word, Excel, Access) electronical calendar (Outlook), and Bluebeam, Teams.
5. Knowledge of building assessments, move schedules, inventory trading and development.
6. Manages the development of movers and other vendor's Scopes of Work.
7. Maintains records of the move and damages caused by movers.
8. Maintains project documentation, coordinating schedules, and providing on-site supervision of move activity.
9. Assists with moving budgets, development of the move sequence schedule, furniture, systems, and equipment reuse plans.

Minimum Qualifications (Education, Experience, Skills):

1. Minimum of 4 years' experience with at least 1-year supervisory experience
2. BS/BA degree or equivalent specialized experience preferred.
3. Must possess a valid driver's license.
4. Availability to travel as needed.
5. Experience shall include maintaining project documentation, coordinating schedules, and providing on-site supervision of move activity.
6. Strong ability to multi-task and effectively deal with changing priorities and meeting crucial deadlines is a must.



7. Prior experience with federal contracts is highly desired.
8. Prior experience in supporting multiple mid to large projects.
9. Detailed oriented, well organized, and able to work well in a team-oriented environment.
10. Strong communication skills both oral and written.

Competencies:

Technical Competencies

1. Comprehensive understanding of Microsoft Office applications (Word, Excel, Outlook and PowerPoint).
2. In-depth understanding of the firm's project types, project management concepts and methodologies, and competitive advantages, as well as general industry knowledge.
3. Ability to apply technological solutions to planning or implementation assignments.

Core Competencies:

1. Ability to be productive in a fast-paced, multi-dimensional work environment.
2. Ability to work independently with minimum supervision.
3. Ability to collaborate and communicate effectively.
4. Excellent organizational and project management skills.
5. Demonstrated commitment to client satisfaction and ethical business practices.
6. Proven adaptability, flexibility and creativity.
7. Demonstrated ability to thrive within a team structure.
8. Demonstrated sensitivity, knowledge and understanding of individuals from diverse academic, socioeconomic, gender, gender identity or expression, religion, cultural, disability and ethical backgrounds and sensitivity to/knowledge and understanding of groups historically underrepresented.

Human Relations:

1. Internal contacts include staff at all levels. External contacts include external customers and vendors. Contact involves routing calls, troubleshooting, or providing information.

Work Environment:

1. Office environment; moderate noise.
2. Field environment; moderate to loud noise.
3. Occasional evening or weekend work is required.
4. Air and overnight travel may be required.

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 periods throughout the day. Reaching above shoulder heights, below the waist or lifting up to 25 lbs. as required to retrieve or store materials throughout the workday.

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