



Relocation Today is a provider of corporate global mobility services worldwide. What does that mean? It means we help, we care, we serve, we coordinate, we think outside the box, we provide strategic program solutions. If you are passionate about people, a relationship-builder, a planner and organizer, and have excellent communication skills, we highly encourage you to apply to join our team!

Relocation Today is a proud member of the Berger Family of Companies. Join us and be part of an iconic family of companies with a great culture, unmatched co-worker camaraderie and plenty of development opportunities! At Berger, our top priority is having employees who can live up to the demanding expectations of our customers and markets. We believe our employees, who bring their hard work and dedication each and every day, are the source of our strength and success. Our ideal candidate will have an immediate connection to Berger's Mission Statement of helping every customer to have a positive, memorable experience, as well as embodying our vision and values. Candidates who connect through positive and respectful interactions, and strive to be open, honest and fair will be at the top of our list.

Our team is seeking an **ASSOCIATE RELOCATION MANAGER** to join our team in St. Louis Park, Minnesota. Our Associate Relocation Manager is customer service minded, a professional communicator with the ability to handle a varied task in a fast-paced environment. Primary responsibility is providing support to our account managers and team coordinators. This individual will have a keen attention to detail, excellent follow up with the proficiency to handle a variety of responsibilities with deadlines.

The successful candidate for this position will share the following knowledge, skills and abilities:

- High School Diploma or Equivalent (required);
- Secondary education is preferred
- 3 years of Business experience/customer service experience preferred
- Extraordinary customer service mentality to the core;
- Proactive, self-starter with the ability to move on tasks quickly and accurately;
- Ability to maintain extremely accurate records and notes;
- Must be able to multi-task with strong organizational skills;
- Excellent communicator with the ability to craft professional emails and communication effectively via phone;
- Handle stress with calm, pleasant and professional demeanor (caring and empathetic personality);
- Ability to craft, understand embrace basic reporting needs;
- Capable of learning and fully understanding a number of varying policies and procedures
- Accuracy in budget tracking and basic expense reporting.



Along with the opportunity to be an agent of change and make your own mark at a great company with a unique culture, we can we offer you:

- Competitive Pay;
- Paid Time Off (accruing your very first day!);
- Medical, Dental & Vision Benefits;
- 401K;
- Employee Discounts with Verizon, Expedia and more!

Berger Transfer & Storage, Inc is an Affirmative Action/Equal Opportunity employer that welcomes diversity in the workplace. All applicants will receive consideration for employment regardless of their race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status or status with regard to public assistance.