

# Act Together Moving Services Posting: Project Coordinator



## Who We Are

The Act Together Moving Services team provides calm, caring and practical assistance to seniors and their families when it's time to move, especially when downsizing. We take care of all the details.

## The Opportunity

Imagine working for a fast growing company in a way that is rewarding at the highest level. Our Lower Mainland team is a diverse group that works together to facilitate the complex transitions of older people and their families. We care about our staff, clients and the community around us. This is your chance to be a part of that.

## What You'll Be Doing

Project Coordinators assist older adults and their family members with all aspects of moving and downsizing. From logistics to managing movers and suppliers to supporting clients with all the challenges that come with aging, and their family members, to packing up their valuable belongings and unpacking and setting up their homes in a new and often smaller environment - that's you.

## Who We're Looking For

- Someone passionate about working with the elderly
- High emotional intelligence AND a remarkable eye for detail
- Someone who is able to sequence complex demands in real time
- The ability to work in a variety of environments: client homes to retirement residences to care homes
- The ability to work with and coordinate other employees and suppliers as an engaging team leader
- Excellent communication and social skills
- The ability to balance cost control with customer service
- Someone with a flexible schedule, their own vehicle, and complete mobility
- The ability to lift 50 pounds
- A clear criminal record (which will be checked) and a review of your driver's abstract (requested)

## What's In It For You?

Act Together Moving Services offers flexible work hours, a dynamic work environment, growth potential, and the opportunity to make a positive impact in the lives of elderly people and their families.

This part-time position is ideal for individuals looking for flexible employment. Compensation begins at \$17 per hour depending on experience, with significant opportunity for advancement.

## Job Summary

Area: Lower Mainland    Position Status: Part Time    Compensation: hourly

Work Environment: In client homes; retirement communities; managed care facilities

Find out more about Act Together Moving Services [www.acttogethermoving.com](http://www.acttogethermoving.com)

Submit resume with cover letter written for this position to Anney Ardiel at [admin@acttogethermoving.com](mailto:admin@acttogethermoving.com)

Only Individuals selected for interviews will be contacted.