



## Move Coordinator

### Job Information

**Hiring Company**

[Allied Japan](#)

**Subsidiary**

Allied Japan (Relo Group, Inc.)

**Job ID**

1581549

**Industry**

Logistics, Storage

**Company Type**

Large Company (more than 300 employees)

**Non-Japanese Ratio**

Majority Japanese

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

3 million yen ~ Negotiable, based on experience

**Work Hours**

9:00am to 5:30pm

**Holidays**

Saturday, Sunday, National Holidays, Year-end

**Refreshed**

March 23rd, 2026 04:00

### General Requirements

**Minimum Experience Level**

Over 1 year

**Career Level**

Entry Level

**Minimum English Level**

Business Level (Amount Used: English usage about 75%)

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

Permission to work in Japan required

### Job Description

Allied Japan operates as the Japan franchise of **Allied**, one of the most recognized and trusted names in the global moving industry. With a long history and an extensive international network, Allied supports millions of relocations worldwide and is known for its high standards of service, safety, and customer care.

In Japan, we are part of **Relo Group, Inc.**, a publicly listed company on the Tokyo Stock Exchange and a leading provider of relocation and life-support services. Being under the Relo Group umbrella gives us the stability, credibility, and long-term vision of a major Japanese corporation, while our franchise partnership with Allied connects us to a powerful global brand with deep industry expertise.

This unique combination—the reliability of a Japanese listed company and the global strength of an international industry leader—allows our team to deliver world-class service to clients from around the world. It also provides employees with a stable, growth-oriented environment where they can build a meaningful career while working on truly global projects.

### Key Responsibilities

- Support the entire workflow of international household moves, from the first inquiry to final delivery.
- Act as the client's point of contact, offering clear communication, timely updates, and peace of mind throughout the relocation.
- Work closely with sales, operations, and overseas partners to coordinate schedules and logistics.
- Prepare and maintain accurate documentation, including customs forms, shipping schedules, and inventory lists
- Monitor progress to ensure timely packing, shipment, and delivery.
- Address any issues promptly while maintaining client satisfaction and trust.
- Understand the cost structures of different shipping methods and assisting in presenting the most cost-effective option.

### Why Join Us?

- Work in a globally connected environment with opportunities to collaborate across cultures.
- Be part of a team that values professionalism, empathy, and delivering 安心—true peace of mind—to every client.
- Build a meaningful career in an industry that supports people during one of life's biggest transitions.

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### Required Skills

- Strong communication skills and the ability to build positive, trusting relationships with clients.
- Excellent organizational skills, attention to detail, and the ability to manage multiple tasks.
- Proficiency in MS Office; experience with relocation or logistics systems is a plus.
- A proactive mindset and the ability to thrive in a fast-paced, evolving environment.
- Comfort with numbers and the ability to understand, calculate, and explain cost differences clearly and confidently.

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### Company Description