



## Move Coordinator

### 募集職種

#### 採用企業名

アライドジャパン

#### 支社・支店

Allied Japan (Relo Group, Inc.)

#### 求人ID

1581549

#### 業種

物流・倉庫

#### 会社の種類

大手企業 (300名を超える従業員数)

#### 外国人の割合

外国人 少数

#### 雇用形態

正社員

#### 勤務地

東京都 23区

#### 給与

300万円 ~ 経験考慮の上、応相談

#### 勤務時間

9:00am to 5:30pm

#### 休日・休暇

Saturday, Sunday, National Holidays, Year-end

#### 更新日

2026年03月16日 00:00

### 応募必要条件

#### 職務経験

1年以上

#### キャリアレベル

新卒・未経験者レベル

#### 英語レベル

ビジネス会話レベル (英語使用比率: 75%程度)

#### 日本語レベル

流暢

#### 最終学歴

短大卒 : 準学士号

#### 現在のビザ

日本での就労許可が必要です

### 募集要項

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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### スキル・資格

- 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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### 会社説明