



OUR CULTURE:

- We are a young team that believes in collaboration, creativity, and hard work.
- We are a team of builders that are constructing a company to serve people through moving.
- We believe in dreams and are here to help you fulfill them.
- We believe work should be fun and fulfilling.

www.moveandstore.com
855-624-4537

ACCOLADES & KEY STATISTICS:

- 2016: 6th fastest growing company
- A+ Rating with the BBB
- Average age of employees = 28
- Locations / growth opportunities around the SE



HISTORY:

Move & Store is a moving and storage company headquartered in **Birmingham, AL**. **Established in 2011** by college roommates at Auburn University, Move & Store had a vision of delivering students a full service moving experience. Since its inception, Move & Store has added **nine locations across the country**, acquired another moving company, and has evolved into a multi-truck operation **providing full service collegiate, commercial, and residential moving services**. This success can be attributed to Move & Store's employees and their **dedication** to customer service, personnel recruitment, and resource allocation. The cornerstone of Move & Store's success is its dedication to providing customers a **first-in-class moving experience**.

OPERATIONS MANAGER/INTERN:

Operations Managers/Interns are the key team members for making sure that our moving crews show up on time, prepared, and equipped to serve our customers to the highest degree. This is a fast-paced job that is all about organization and problem solving.

WHAT YOU WILL DO:

- ✓ Assign the appropriate assets to jobs including personnel, trucks, and moving equipment.
- ✓ Correspond with workers in the field to solve job related problems.
- ✓ Review moving schedule to confirm its accuracy.
- ✓ Review and analyze job expenses to confirm accuracy.
- ✓ Provide accurate moving estimates for potential customers.
- ✓ Handle customer requests and complaints in a prompt/efficient manner.
- ✓ Maintain warehouse records, procedures, and cleanliness.
- ✓ Maintain accurate compliance and maintenance records of company owned vehicles.

WHAT YOU WILL NEED:

- ✓ Detail oriented mindset—Our jobs, scheduling, and operations have large amounts of information associated with them and require attention to detail to make sure that information is accurate.
- ✓ Effective communication skills—You will communicate expectations and details to workers and customers. You should be assertive, clear, and accurate.
- ✓ Problem solving abilities—Due to the dynamic nature of our schedule, you must be capable of making decisions quickly to solve problems.
- ✓ Can-Do/Flexible Attitude—Our workplace is a fast paced business that is dedicated to growing. This means that you could be called on to work on the truck, in the warehouse, on the phones with customers or whatever is needed at that time for the company to succeed.
- ✓ Quick to Action—Requests from both workers and customers should be handled with the utmost promptness and efficiency.
- ✓ Strong organization skills—You will have multiple open “to-dos” at any given time. Forgetfulness and/or lack of organizational skills is not an option.

COMPENSATION

Compensation is dependent on candidate’s experience and current skill set. If this position sounds like something you would be interested in, visit <https://moveandstore.com/careers/> to apply today!