

Job Announcement

Relocation Coordinator

Paramount Transportation Systems - Texas, LLC is a leading provider of global moving services with operational facilities and customer service centers throughout the United States, Canada and Europe. We specialize in the movement of household goods, personal effects, vehicles and pets for employees of multi-national and Fortune 500 corporations. Paramount manages over 28,000 shipments annually, touching more than 130 countries and moving tens of thousands of families worldwide.

Our Houston, Texas office is currently hiring local, full-time Relocation Coordinators. Duties include the coordination and forwarding of household goods, requiring direct communication with accounts, clients and subcontractors, excellent customer service, data entry, preparation of documents, research and filing.

Qualifications

- ◇ Excellent customer service
- ◇ Outstanding written and verbal communication
- ◇ Basic but solid computer and math skills
- ◇ The ability to be organized and handle multiple projects and competing priorities effectively
- ◇ The ability to pay close attention to detail, work under pressure and meet deadlines consistently

Experience

Fluency in a foreign language is not a requirement but definitely a plus. Applicants will also be well considered who have prior experience or a background in household goods forwarding or freight logistics but we are willing to train the right person with strong customer service and communication skills. Must be able to pass a background screening. .

Benefits

- ◇ Employee medical insurance is company paid
- ◇ 401(k) retirement program
- ◇ Paid vacation, sick time, and holidays
- ◇ Casual dress

How to Apply

If you are interested in joining the Paramount team, please send your resume, cover letter and salary history with salary expectations to careers@pts-ca.com.

Paramount Transportation Systems is an Equal Opportunity Employer and Values a Diverse Workforce.



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