



Byron Home is a full-service Move Management company. Founded in 1998, Byron Home has been providing assistance to seniors and their families who want to downsize. Contemplating a move after decades in their homes can be stressful and overwhelming. Our services include move planning and coordination, space planning, pre-move sorting and organizing, packing, unpacking and settling, as well as the disposition of remaining contents. We are in our 23rd year of providing excellent customer service to our clients throughout south and central New Jersey.

Position Available: Client Relations Coordinator, Full Time

Responsibilities include:

- Developing and growing relationships with business partners and referral sources
- Developing & scheduling move plans, including coordinating with the client, their family, movers, the new community and other vendors related to the moving process
- Answering, making and returning phone calls
- Keeping job, client and referral source info current in database and spreadsheets
- Attending Networking Events & Trade Fairs
- Creating and submitting invoices
- Creating move information paperwork for moving teams
- Coordinating the Floor Plan Process
- Maintaining move supplies
- Filing
- Assisting with packing and unpacking jobs when needed
- Delivering client gifts

While the qualified candidate does not have to have previous experience in this field, they should have excellent interpersonal and phone skills, strong attention to detail and be a self-starter.

He/she should also enjoy working with seniors and have the patience and compassion to listen to their concerns as we assist them with their move.

This is extremely satisfying work for the right individual—someone who is interested in making a difference while keeping flexibility in their own schedule.

Please call us at 856-573-7840, or email jared@byronhome.com, if you are interested in this position.