



Altair Global is searching for a **Relocation Consultant** - what does entail?

We need someone who understands how to guide relocating employees through their moving process.

We're looking for a stellar individual to join our Operations team in **Minnetonka, MN**. Do you enjoy the challenge of working with a variety of customers? Are you detail-oriented and like to help people during a stressful time?

This job is all about ensuring a positive relocation experience for the transferee by managing the day-to-day administration of assigned client relocation programs (lump sum, renter, or other non-home owner program offerings), which requires you to:

- Learn and understand assigned clients' relocation programs including all policies, processes and practices (typically these are established Altair clients with well-defined policies, limited services and no cap management programs)
- Communicate the relocation road map, providing a comprehensive explanation of the relocation process, policies and practices to the transferee
- Demonstrate knowledge of Altair service partners; serve as primary point of responsibility and coordination between service partners and transferee; includes but not limited to real estate and related industries, transportation and storage companies, lodging and rental car companies and any other non-routine service partner(s) as required by a particular situation
- Manage all data pertinent to each transferee's relocation file; document all relocation activities and transactions in the appropriate Altair information system
- Understand and manage costs and expenses connected to relocation deliverables, maximizing the full intent of the benefit while minimizing expenses and costs

We're looking for a team member who enjoys delivering outstanding customer services. We're looking for someone who gets how relocation management works.

We require at least a high school diploma; however, a bachelor's degree or equivalent experience is strongly preferred. Read more to see if you fit the bill.

- Ideally, a minimum of 1 year of experience as a relocation associate or in a related industry
- Good basic knowledge and understanding of domestic relocation management
- Working knowledge of Microsoft Office Products, Word, and Excel and databases; knowledge of additional software packages is preferred
- Able to confidently communicate/interface at multiple levels with transferees, clients and service partners
- Understand and apply concepts of, and able to communicate, the applicable relocation policies and processes

Bonus Points If

- You have worked for an associated industry such as travel agency, temporary housing or leasing agency
- You can stay Zen during our stressful busy season

Altair provides a professional and fun work environment with great benefits and competitive salaries. We are an equal opportunity employer.

If you are interested in applying, you may visit our careers site at: <https://careers-altairglobal.icims.com/>