Director of Relocation: Lawrence Relocation

Position Summary:

We are currently seeking a licensed Relocation Broker to apply their knowledge, skills, and ability to drive growth and continuing building a successful Relocation Management Company. Candidate should have a comprehensive understanding of the relocation industry including domestic and global mobility best practices.

Essential Functions & Major Accountabilities:

* Must possess strong prospecting, qualifying, consulting and closing skills to capture new relocation corporate accounts
* Work under minimal direction, possess high level of professional organization with the ability to prioritize commitments and meet client expectations
* Provide guidance and support for the coordination of forms, correspondence, relocation packets, marketing materials, agreements, inspections and other client or transaction documents
* Comply with all E&O Plus, legal and regulatory requirements
* Analyze survey input and estimate output for accuracy and relocation policy compliance
* Field leads for incoming and/or outgoing referrals, assess client needs, respond to inquiries and assist in counseling client throughout relocation process
* Prepare account proposals, develop and deliver presentations to individuals and groups
* Maintain and continue to develop long-term business relationships with accounts
* Use CRM software to report and track leads, opportunities and accounts throughout the sales cycle
* Guide and direct Relocation Counselors ensuring compliance and high-level customer service, for every transferee

Requirements – Knowledge, Skills & Accountabilities:

* Bachelor’s Degree in business or related program of study preferred
* 3-5 years sales experience
* Certified Relocation Professional (CRP) and/or GMS preferred
* Must possess a Virginia Real Estate Broker’s license
* Excellent verbal and written communication skills including presentation skills
* Attention to detail, accuracy and ability to communicate effectively
* Ability to work under minimal direction, multi-task and take initiative
* Ability to work productively in a collaborative and integrative environment
* Experience with CRM tools (i.e. Salesforce) a plus
* Some travel required

Benefits

* Compensation based on competitive combined salary plus commission agreement
* Employee Owned Business offering Stock Ownership
* Medical, dental, life, and disability insurance
* 401k retirement savings plan
* Extensive wellness program with annual flexible spending account reimbursement opportunities
* Vacation and Holiday Pay available following 90-days of employment

Lawrence Companies is an Equal Opportunity Employer: Minority/Female/Veteran/Disabled

If you are interested in applying for this position, please email your resume with your salary requirements to [hr@lawrencecompanies.com](mailto:hr@lawrencecompanies.com)