

AGS BELGIUM

Move Coordinator

The essential goal that underpins everything we do: Full Customer Satisfaction

AGS is one of the leading international mobility groups with an international presence.

A key player in local and international mobility assistance services in all sectors (private, diplomats, civil servants, etc.), our strength lies in our expert knowledge of the market, our customer orientation, our global availability, and our enthusiasm for international logistics.

On the strength of our development and commercial conquests to be managed, we are constantly looking for collaborators for these profit centres, who appreciate logistics in all its components, the operation of several trades, all accompanied by dynamic and dedicated operational teams. Our wealth is the result of the know-how and professionalism of our employees.

To strengthen our team in *Kampenhout, Belgium*, we are looking to recruit an **International Relocations Move Coordinator** on a fixed-term basis of 6 months starting in May 2025, which may result in a permanent placement. Note that this is an office-based position.

POST DESCRIPTION

The Move Coordinator will be responsible for the following tasks:

- Administrative management of a removal file from A to Z
- Direct contact with customers, agents, and suppliers by phone and email
- Purchasing air freight, sea freight, and road transport from various partners
- Preparation of customs clearance at export and import
- Purchase of international removal services and preparation of instructions
- Checking of purchase invoices
- Invoicing of customer files
- Management of transport insurance
- Management of possible claims

CANDIDATE PROFILE

You are fluent in one of the following three languages: Dutch, French, or English, both written and spoken. Being fluent in English is a big asset.

You have a bachelor's degree or equivalent through experience of 1 – 3 years as a Move Coordinator.

You are administratively strong, can multi-task, and you are stress resistant.

You are a team player but can also work independently.

You have good computer knowledge/skills (current or previous experience and knowledge of the CMove IT System will be an advantage).



WHAT WE OFFER

A dynamic and international work environment with lots of challenges.

But it goes without saying that we also want to reward you for your effort and offer you a competitive salary and meal checks.

HOW TO APPLY

Have we ticked all your boxes? Then send your CV and a short motivation letter to the following email address: jobs.international@mobilitas.org. Please include the job title in the subject line of your email application.

General Recruitment Terms and Conditions

Although we appreciate all applications, we can only correspond with short listed candidates. Should you not have received feedback on your application within four weeks of applying, please consider your application unsuccessful. AGS reserves the right to withdraw any advertised vacancies at any time and at its own discretion, as well as the right to not make a placement. Unsolicited submissions from recruitment agents will not be considered. The interviewing and appointment process will take place in accordance with the AGS Group's policies and procedures and may involve several steps.

By submitting your application, you agree and consent to the processing, administration and archiving of your personal data contained in your CV and other application documents, in accordance with the relevant legislation (as may be amended) for the purposes of registration and recruitment of candidates.

AGS strongly promotes diversity in our workforce, and applications from all sectors of society are encouraged. However, as an inherent requirement of the position, candidates must have the right to live and work in the European Union.