



Professional Moving Services Combined with Low Rates

phones: 617-293-1380, 617-293-1338
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Foreman - Job & Responsibilities

Reports to:

Logistics Department / Dispatcher

Job Responsibilities:

- o To ensure that the moving truck is prepared for a move on a daily bases - verify, that truck is loaded with all necessary moving supplies, dollies, straps, tools and moving pads
- o To make sure all moving helpers are properly dressed and ready for work
- o Needs to inspect moving trucks (check fluids: water, oil, etc.)
- o To obtain contracts for the day's jobs and inquire about any details related to the jobs
- o To properly introduce the moving crew to the customer
- o To review the moving contract with the customer
- o To explain and answer all questions the customer may have about the "Bill of Lading"
- o To appropriately distribute the tasks between the moving crew
- o To inform Dispatcher of the estimated moving time and any additional details (if any)
- o To supervise the proper loading of the truck
- o To ensure that customer's belongings are handled correctly
- o When the job is completed, finalize the contract, receive the "Amount Due" and call Dispatcher
- o Verify funds when payment is made with credit card and get instructions for the next job.
- o At the end of the day return to the Dispatcher, return truck, to present completed contracts

Job Requirements:

- o Previous Moving experience
- o Supervisory experience is a serious plus
- o Positive and Customer oriented
- o Driver's License and clean driving record