



Professional Moving Services Combined with Low Rates

phones: 617-293-1380, 617-293-1338  
email: [info@xpressmovers.com](mailto:info@xpressmovers.com)  
website: [www.xpressmovers.com](http://www.xpressmovers.com)

## Sales Person / Moving Estimator - Job & Responsibilities

### Reports to:

Operations Department / Sales Manager

### Job Responsibilities:

- o To provide customers with accurate Moving Estimates for Local and Long Distance moves
- o To inform prospective customers about the advantages of Xpress Movers
- o To be able to decide whether In-House estimate is required for the moving job
- o To follow up with booked customers and inform them about the job status
- o To accept all calls, which are in regards to Local and Long Distance moves
- o To keep a record for every booked move and forward it to Logistics Department / Dispatcher
- o To attend any meetings that are conducted by the Operations Manager / Sales Manager

### Job Requirements:

- o Positive and Customer Service Oriented
- o Previous Sales experience
- o Good organization skills