SIXMOVING.CA

MOVING | STORAGE | PACKING | BOXES

179A Bartley Dr, North York ON M4A 1E6
647-973-3676
info@thesixmoving.ca
www.sixmoving.ca/careers

Booking & Logistics Coordinator

- **Job Type:** Full-Time, On-Site
- **Pay:** $18 to $21 per hour to start, plus performance bonuses
- **Location:** North York, Toronto
- **Schedule:** Monday to Friday, with occasional Saturdays during peak season

About Us

Six Moving is one of Toronto's leading moving and storage companies, recently voted the GTA's Top Choice Moving Company of 2026. We're professional, reliable, and just different enough to be memorable, starting with our **iconic pink moving trucks** you've probably spotted around the city.

From moving and packing to storage and everything in between, we cover the entire journey under one roof and hold ourselves to a high standard at every step. The pink trucks get the attention, but it's the standards behind them that keep people booking.

We're growing, and we're looking for a sharp, detail-oriented **Booking & Logistics Coordinator** to join our team.

The Role

This role is about far more than answering phones. You'll be the reassuring voice that puts clients at ease, guiding them from their first inquiry all the way to move day so the experience feels calm, simple, and stress-free. You're often the difference between a client who feels anxious and one who feels completely looked after.

On the operational side, you'll turn inquiries into booked jobs and make sure each one fits into the day, juggling customers, quotes, schedules, crews, and trucks (often all at once) to keep everything running smoothly.

Responsibilities

- Respond to phone calls, emails, and online inquiries promptly and professionally
- Prepare clear, accurate moving quotes
- Book jobs and keep the daily schedule up to date
- Coordinate crews, trucks, and timing so each day is logistically sound: the right people, in the right place, in the right order, with no wasted runs
- Follow up with leads and keep clients informed from first contact through to move day
- Maintain accurate records and flag issues to the team early
- Make sure every client feels genuinely looked after

Requirements

- Strong communication, organization, and multitasking skills
- Comfortable working on a Mac and in Google Workspace
- Calm and professional under pressure
- Available full-time, Monday to Friday, with flexibility for the occasional Saturday during peak season
- A genuine team player who takes pride in doing things well

Nice to Have

- 2+ years in a customer service, administrative, or coordination role
- Experience with scheduling or CRM tools
- A background in logistics, supply chain, dispatch, or warehouse operations
- Experience in moving, the trades, or another fast-paced service business

Work Environment and Schedule

This is a **full-time, in-person role based at our North York office**. You'll be part of a small, close-knit team in a fast-paced setting where priorities can shift quickly and no two days look quite the same. You'll have plenty of support as you get to know our systems and processes.

Your regular week is **Monday to Friday**. During peak season, we occasionally need Saturday coverage, so we're ideally looking for someone who's **open to the occasional weekend shift**. Saturdays aren't part of your regular schedule, but we really value your willingness to step in during our busiest stretches.

Compensation

- $18 to $21 per hour to start, plus performance bonuses
- Every new coordinator **starts with a paid training and trial week**. You're paid from day one, and it gives both of us a chance to make sure the role is the right fit

Benefits and Perks

- Room to grow with a supportive team
- Employee discounts on Six Moving services, PinkPack rentals, and BoxShop products
- On-site parking
- A friendly, casual office

How to Apply

Please email your resume along with your answers to the screener questions below to **info@thesixmoving.ca**.

1. Do you have experience using scheduling, dispatch, or CRM tools? If so, which ones? If not, how do you feel about picking up new software quickly?
2. Our office runs on Mac and Google Workspace. How comfortable are you working in that environment day-to-day?
3. This is a full-time, Monday to Friday role, but during peak season we occasionally need Saturday coverage. Are you open to working the occasional Saturday when needed? (Yes / No)
4. Please rewrite the following message in a clear, professional tone, as if you were replying to a client: *"Ok ya, we can move u then just tell me ur address."*

Have a question about the role? Don't hesitate to reach out at the same address. We look forward to hearing from you!