

# THE ROW COMPANY

JOB POSTING



## COMPANY DESCRIPTION

The ROW Company is an innovative right-of-way delivery team that sets new standards for planning, managing, and delivering public projects to support the viability of communities. We emphasize proactive planning, communication and engagement, which are critical to building understanding, trust and cooperation with the public and are the keys for effective project delivery. Our personnel are specialized navigating the most difficult project challenges, while building public confidence and trust.

We believe public projects require the highest degree of regulatory, management and certification expertise. Our ability to deliver projects is directly attributable to the quality, training and experience of our personnel, whom the public interfaces and depends upon to provide professional, educated and informed services. We focus on continual learning and development amongst our team members, optimizing our knowledge base and keeping up to date with current best practices.

The health and safety of our personnel is our top priority. We practice strict safety protocols as recommended by CDC, State and local guidelines.

## POSITION DESCRIPTION

We are currently seeking the services of an experienced Relocation Agent and/or Senior Relocation Agent to fill current position(s) in Houston, Texas, with knowledge of residential and business relocations, communication/ interpersonal skills, ability to meet strict deadlines and ambitious, independent and most importantly self-motivated. We are willing to provide some training for a motivated individual. The agent(s) will provide relocation assistance to displacees throughout the project lifecycle and will work closely with our project managers and relocation team to deliver project milestones with strict deadlines. **The positions are anticipated for 9-12 months and include per diem/travel expenses if applicable.**

### Our Company offers:

- Top compensation
- Professional training
- Growth opportunities
- Casual work environment
- Strict safety protocols

### Minimum Requirements:

- Minimum of 3+ years of experience conducting temporary and/or permanent relocation assistance under the Uniform Act.
- Experience providing relocation services for infrastructure projects.
- IRWA certification/coursework in Relocation highly desirable but not required.
- Excellent teamwork, communication and collaborative skills required.
- Ability to manage large relocation caseloads by prioritizing and organizing effectively.



- Knowledge of residential and business relocations under the Uniform Act and Code of Federal Regulations (CFR).
- Able to analyze information and provide sound advice, solutions, and recommendations on business relocations.
- Ability to calculate residential and commercial relocation assistance entitlements accurately with attention to details.
- Ability to adapt to client procedures and guidelines.
- Proficiency with MS Office Suite including Word, Excel, Outlook.
- Proficiency interacting with people from diverse backgrounds.
- Able to work efficiently and effectively under tight deadlines.
- Demonstrated organizational, planning, and prioritization skills.
- Demonstrated attention to details, organizational administrative, filing skills
- Demonstrated problem solving, and negotiation skills.
- Valid Driver's License.
- Bilingual skills highly desirable.

Please contact us at [info@rightofwayco.com](mailto:info@rightofwayco.com).

