



## Join our global Immigration Team!

Do you see yourself as part of a successful and growing business, where you get the opportunity to develop together with great colleagues? Do you have experience of managing work and residence permits, are you a skilled administrator and service-minded beyond the ordinary? Then we look forward to hearing from you!

Alfa is expanding and is looking for experienced Immigration Consultants, or you who have 1-2 years relevant working experience, for our specialist team in Stockholm, Malmö or Gothenburg.

*"What I appreciate most about my work is meeting so many interesting people from many different industries. I get to use my knowledge of authorities and regulations and feel that I make a difference for the end customer who is moving to or from Sweden" says Matilda Frisk, Immigration Consultant at Alfa.*

### Job description

As an Immigration Consultant, you become part of Alfa's Immigration Team to ensure that our customers and their employees receive professional support in connection with moving between different countries. You collaborate with Swedish and international clients and your role is to act as a contact person for both customers and employees.

The immigration process and the requirements for work permits are complex and in your role you support your clients with information about rules and requirements for residence and/or work permits. You gather, review and supplement the documentation required for a fast and smooth handling of the process, and support in contact with various authorities.

As an Immigration Consultant, you have a wide contact network and collaborate continuously with various specialists internally at Alfa, clients and families who move, as well as current authorities and other partners. In your role as an Immigration Consultant, you are part of Alfa's Immigration Team, report to Business Manager Immigration and is placed at our office in central Stockholm, Malmö or Gothenburg.

### Who are you?

The person we are looking for has a relevant university degree, preferably in law/political science/finance, or other education that Alfa considers equivalent. You have a few years' experience from similar roles where you have worked with immigration cases, for example in a large international company or within an authority. If you have no immigration knowledge, but have worked in an authority as an administrator, this is also good.

You enjoy an international working environment and has a high multicultural understanding. We see it as very positive if you have lived and studied or worked abroad. Furthermore, you have a high IT maturity, are used to working in various business support systems and have a very good administrative ability. You master Swedish and English at a high level, both verbal and written, and it is an advantage if you have other language skills.

As a person, you are confident, positive and get energy from meeting new people. You find it easy to create and maintain good relations and act in a responsible and solution-oriented way. You have the ability to work independently, but also appreciate the support you can get and give in a team of colleagues with high competence. You have a structured way of working, are a good communicator and take good service for granted. You need to be used to prioritizing and be able to re-prioritize when needed, as well as work proactively and get things out of your hands. Great emphasis is placed on personal suitability.

### Working hours

Full-time

### Contact

Please email a copy of your CV and covering letter to [hr@alfamoving.com](mailto:hr@alfamoving.com)

Mark your application "Immigration Consultant"

Apply now! We are constantly looking for new consultants.

Visit us on [www.alfamoving.com](http://www.alfamoving.com) or on LinkedIn to learn more about us!