



## Join our global Mobility team!

Do you see yourself as part of a successful and growing business, where you get the opportunity to develop together with great colleagues? Are you service-minded beyond the ordinary, used to working in an international environment and have experience from Relocation/Mobility? Then we look forward to hearing from you!

Alfa is expanding and is looking for an experienced Relocation Consultant for our specialist team in Malmö.

*“To work as a Relocation Consultant is to have a job with variety and a lot of joy! It is a great privilege to be with people who have made a big decision to move to another country. As a Relocation Consultant, you are an important part of the entire process from the beginning in your home country to the move in Sweden when we meet on site. Sometimes the smallest detail can become the most important to the relocating family.”* says Iwona Tattersall, one of our experienced Relocation consultants at Alfa.

### Job description

As a Relocation Consultant, you become an important part of Alfa's Mobility team to ensure that our customers and their employees receive professional support in connection with moving to and from Sweden. You collaborate with Swedish and international clients and your role is to act as a contact person for both customers and employees.

An expatriate faces a number of challenges in connection with the move and professional support is often crucial for a successful stay. As a Relocation Consultant, you ensure that your clients receive the best support and help with, for example:

- Handle different types of applications
- Home searches
- Book appointments with banks
- Register correct information with authorities
- Contact insurance companies
- Contact landlords
- Contact schools
- Inspect homes when moving in and out
- Follow and support when visiting authorities, banks, schools etc.

As an Relocation 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 Relocation Consultant, you are part of Alfa's Mobility team, report to Business Manager Mobility and you will be located at our office in Malmö.

### Who are you?

The person we are looking for has a relevant post-secondary education and at least three years' experience from similar roles in Relocation/Mobility, HR or administration.

You need to thrive in both an international and multicultural work environment and have a high multicultural understanding. We see it as very positive if you have lived and studied or worked abroad. Furthermore, you are used to working in various business support systems and have a very good administrative ability. You master English and preferably Swedish at a high level, both verbally and written, and it is an advantage if you have other language skills. A driving licence is a must.

As a person, you are confident, positive and thrive from meeting new people. You can easily create and maintain good relationships and act in a responsible and solution-oriented way. You have the ability to work independently, but also appreciate the support you receive 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 done. Great emphasis is placed on personal suitability.

### Working time

Full-time

### Contact

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

Apply as soon as possible no later than **April 14, 2022**. Interviews will take place on an ongoing basis to appoint employees gradually.

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