



Join our Immigration Team in Denmark!

Are you passionate about customer service, coordination, structure, and legal processes? Do you enjoy guiding customers through complex immigration procedures in Denmark? Alfa Mobility Denmark is looking for an Immigration Consultant to join our dedicated team.

In Denmark, our team of six experienced Immigration Consultants supports both large and small Danish and international companies with professional, compliant and customer-focused immigration services.

Key responsibilities

As an Immigration Consultant, you will coordinate and deliver high-quality EU and non-EU immigration services, including:

- Managing short- and long-term residence and work permit applications with the Danish Agency for International Recruitment and Integration (SIRI).
- Providing immigration advice and consultation to HR business partners and relocating employees.
- Ensuring full compliance with Danish immigration legislation and documentation requirements.
- Monitoring timelines, identifying potential issues, and communicating risks and scenarios proactively.
- Liaising with immigration authorities and other relevant stakeholders.
- Maintaining accurate records in internal and external systems.
- Actively participating in team meetings, knowledge sharing, and training.
- Staying up to date on Danish immigration regulations and trends to provide optimal solutions.
- Proactively improving processes, communication, and internal and external collaboration.
- Over time, supporting client account management.

Competences and qualifications

- Experience in customer service and advisory roles.
- Relevant experience in global mobility, public administration, tax, legal, HR, or immigration services is preferred.
- Knowledge of Danish immigration laws and tax implications is an advantage.
- Excellent written and verbal communication skills in both Danish and English.

- Strong IT skills, including Outlook, Excel, and SharePoint.
- A structured mindset with strong attention to detail.
- The ability to manage multiple tasks and remain organized during peak periods.
- A proactive and independent working style to secure an updated and customer focused service level.
- Professional and constructive communication with internal and external stakeholders externally and internal, both by email, over the phone and in person.
- A team-oriented mindset, thriving in close collaboration and office presence at least three days per week.

What we offer

- Modern office in Hvidovre, with easy access by car and public transport.
- Option to work from home after the trial period, up to 2 days per week.
- A supportive and cohesive team culture with strong collaboration and a great sense of support and responsibility, both towards customers and tasks, but also towards each other in the team.

Working hours

Full-time 37,5 hours pr/week. Flexibility and availability during peak season (May-August and October-December) must be expected.

Questions and application

We look forward to receiving your CV and cover letter, preferably including a reference, in English to hr@alfamoving.com no later than **March 11 2026**. Please write **"Immigration Consultant"** in the subject field. Applications will be reviewed on a continuous basis, so please do not hesitate to apply as soon as possible. Target start date is **March 1 2026**.

Questions about the positions may be directed to **Team Manager Eva van der Donk** by phone +45 22 44 03 45 or email eva.vanderdonk@alfamoving.com.

You will become a member of a high-achieving and motivated multi-cultural team supporting our extensive internal operations network. We are fully committed to diversity, equity, inclusion, and belonging and foster an inclusive work environment where everyone's unique perspectives are valued and respected.