



Join our global Move Coordination team!

Are you interested in working in a multicultural environment within a global network?
Alfa is looking for a new Move Coordinator to join our team this summer.

Job description

As a Move Coordinator at Alfa you'll be a part of a successful company that provides a peace of mind for people on the move to enhance the lives of assignees and their families. Our mobility & assignment services are delivered by a large team of people across Scandinavia. Our modern and welcoming office in Jönköping has good transportation alternatives by bus, car or bike.

You will be part of a dynamic team consisting of experienced colleagues with a primary mandate to support several clients and families with their removal needs and requirements. We work in an international environment with English as our main language and Swedish as a complementary language.

Your main task is to guide the assignee throughout the move process. That includes be responsible for maintaining communication with our clients, functions within Alfa and partner domestic and worldwide. Your day will include booking of moving related services from packing to delivery.

Good communication during the moving process is essential and your job also includes to informing internal and external of any update in terms of adjustments and additional costs.

Who are you?

You are a customer service orientated person, with excellent communication skills, both verbal and written, alongside an enthusiastic attitude.

It is important that you are efficient at multitasking, well-structured and have a good logistical mindset. Keeping organized and paying strong attention to details comes natural to you even during intense seasonal variations and demands.

Teamwork is the core of Alfa's success; you are a motivated team player in a dynamic and fast-moving team, but also able to work independently and have a good sense of humor striving to play an important role for continued accomplishments. To succeed in this position, you need to be able to work proactively, be flexible and a good problem solver with the ability to think outside the box.

Working hours

Full-time within normal office hours Monday-Friday during May-September. It will be possible to start earlier in April or combine the position with an internship during this Spring.

For more information, please contact:

Desirée Augustsson, Move Coordinator

Email: desiree.augustsson@alfamoving.com

Phone: +46 10 331 38 32

Send your application together with your CV to
desiree.augustsson@alfamoving.com

Apply as soon as possible no later than **March 31st**.

Interviews will take place on an ongoing basis to appoint employees gradually.

Visit us on www.alfamoving.com or on LinkedIn to learn more about us!