



Join our Relocation Team in Stockholm!

Alfa is expanding and is looking for an Relocation Consultant for our specialist team in Stockholm, Sweden.

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.

"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 Amanda Karlsson, one of our experienced Relocation consultants at Alfa.

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 Alfa's clients receive the best support and help with:

- different types of government applications
- finding a home
- opening a bank account
- finding the right school for the children
- having the correct insurances in place

As a 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 a Relocation Consultant, you are part of Alfa's Swedish Destination team, report to Business Manager Destination and you will be located at our office in central Stockholm.

Who are you?

The person we are looking for has a relevant education within communication, HR, admin or similar, a positive attitude and a big smile.

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/or 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 license 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 hours

Full-time

Contact

Please email a copy of your CV and covering letter to hr@alfamoving.com

Apply as soon as possible no later than **March 15, 2022**.

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

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