



Join our global Move Coordination team!

Are you interested in working in a multicultural environment within a global network? Alfa is expanding in Stockholm and we are now looking for new a new Move Coordinator.

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 Stockholm is located at Oxenstiernsgatan near "TV-huset", not far from Karlaplan.

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. You will report directly to the Business Manager. We work in an international environment with English as our main language and Swedish as a complementary language.

You will be responsible for maintaining communication throughout the move process with client accounts, customers, orders, various suppliers, sales departments and partners worldwide. Your day will include booking of packing services, line haul, ocean and/or air freight, customs clearance, destination services and insurance for each shipment.

Good communication during the moving process is essential and your job also includes to informing the sales person/ customer or agent 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

Contact

Send your application together with your CV to hr@alfamoving.com

For more information, please contact: George Kabasele
george.kabasele@alfamoving.com

Phone: +46 10 331 39 31

Apply as soon as possible no later than **April 26, 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 about us!