

## Join our global Move Team in Denmark!

Are you interested in working with order management and sales administration with multicultural clients and a broad variation of services within a global network? Alfa is recruiting Internal Sales Consultant to our Copenhagen office in Hvidovre.

Alfa is the leading provider of immigration, relocation and international moving services in the Nordics. With over 250 employees across 9 offices, Alfa supports mobility and assignment services in more than 150 countries each year. We deliver tailored solutions to public organisations, corporate clients, industry partners and private individuals.

### The role

As part of our Move team, you will support the coordination and delivery of international moving services for corporate accounts and private individuals. Working in a dynamic and international environment, your main responsibilities will include handling incoming service requests, processing orders and supporting the administration of our move management operations. Although English is our working language, Danish is a prerequisite.

As a Sales Consultant you will maintain communication throughout the process with customers, assignees, suppliers, production departments and partners worldwide. Your day will involve calculating net and gross costs, preparing files for production, invoicing, reporting and following up on service delivery. You will also provide initial guidance to accounts and assignees at the start of their move.

You will work in Alfa's proprietary IT system, which ensures that all key stages of the move process are completed in accordance with Alfa's internal standards and procedures.

### Who are you?

We are looking for a service-minded professional with previous experience in order management and sales administration, customer service or logistics administration. You are a confident communicator in both speech and writing, with the ability to build strong working relationships and inspire trust from new contacts.

### We believe you are someone who:

- Works in a structured and organised way
- Follows established procedures with accuracy
- Communicates proactively and manages multiple tasks at once
- Quickly identifies and resolves potential issues
- Demonstrates strong cultural awareness and empathy

International moves can be complex and sometimes stressful. To succeed in this role, you need to be solution-focused, calm under pressure and dedicated to providing excellent customer service.

You are a team player who thrives in a fast-paced environment but is also confident working independently. A sense of humour and a positive attitude are important qualities for success within our close-knit team.

### Working hours

Full-time

### How to apply

Please send your application and CV to [hr@alfamoving.com](mailto:hr@alfamoving.com) by **July 25 2025**.

Use the subject line: **"Sales Consultant – Copenhagen"**.

Applications are reviewed on an ongoing basis, so early submission is encouraged.

### Further information

For any questions about the position, please contact:

**Anders Lollike, Business Manager Move**

Email: [anders.lollike@alfamoving.com](mailto:anders.lollike@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.