



## Join our global Move Coordination Team!

Alfa is currently looking for a structured coordinator who wants to work in an international environment and help our customers move their household goods around the world.

Alfa is the largest provider of immigration, relocation, and international moving services in the Nordics with over 250 employees and 9 offices. Alfa manages mobility and assignment services in 150 countries annually, offering tailored solutions to public organizations, corporate clients, industry partners, and private individuals.

### Job description

As a Move Coordinator at Alfa, you'll be a part of a successful company that provides peace of mind for people on the move to enhance the lives of assignees and their families. Our modern and welcoming Copenhagen office is located in Hvidovre.

### As a Move Coordinator, you will:

- be responsible for planning moves around the globe
- be the person who plans and organizes the entire process and ensures a successful move
- be part of an experienced international team with skilled and experienced colleagues
- work in an organization where teamwork and the ability to follow established procedures are prioritized

### Functions and responsibilities as a Move Coordinator

Since an international move is a major upheaval for the customer, you are responsible for ensuring that it is successful. In addition, you must ensure that the customer's expectations for the move are aligned and that you help throughout the process. You must also ensure effective communication with all internal and external parties involved in the move process.

We work in Alfa's own internal IT system. The system ensures that all check points in the move process are observed and completed in accordance with Alfa's regulations for a successful move.

Ensure that all move, customs and shipping documents are entered and updated in Alfa's internal systems. In addition, you must ensure that all information is ready after the move is complete and can thus form the basis for a final invoice to the customer or company.

### Qualifications

- Experience from the moving, shipping or forwarding industry
- Alternative solid background with customer service
- If you have tried to move to/from abroad and been part of that process, it could also be a good starting point

### Personal characteristics

- You work in a structured way and have strong analytical skills
- Can adapt to working with many fixed procedures
- Team player
- Good at communicating proactively and managing processes
- Quick to identify potential problems and find solutions
- Good at handling deadlines and juggling multiple tasks at the same time
- You have a good sense of humor even in a fast-paced environment

### Working hours

Full-time

### How to apply

Send your application together with your CV to:  
[hr@alfamoving.com](mailto:hr@alfamoving.com) no later than **June 20, 2025**.

Please write "**Move Coordinator – Copenhagen**" in the subject field. Applications will be reviewed on a continuous basis, so please do not hesitate to apply as soon as possible.

If you have any questions regarding the position, you are welcome to contact **Anders Lollike, Business Manager Move**,  
[anders.lollike@alfamoving.com](mailto:anders.lollike@alfamoving.com) or by phone **+45 28 49 48 63**.

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.