



## Join our Destination Services Operations Team!

Do you see yourself as part of a successful and growing business, where you get the opportunity to develop together with great colleagues? Do you want to support international employees successfully settle in Denmark? Then we look forward to hearing from you!

Alfa Mobility is the largest provider of mobility and moving services in the Nordics. With 9 offices and 440 employees in Sweden, Denmark, Norway, and Finland, we are strongly driven by a common purpose of giving peace of mind for people on the move.

With our continued success, our list of clients keeps growing and we need more dedicated people in our Destination Services Operations team in **Alfa Mobility Denmark**. The team supports the Destination Consultants towards exemplary relocation services. You will be working in an international, professional, and innovative team, driven by the values of transparency, adding value and showing care.

### Key responsibilities

- Administrative tasks such as temporary and permanent accommodation property research, CPR online application, lease agreement translations to English, school tour bookings, inbox management, and other ad hoc administrative tasks to support the Destination Consultants.
- For potential future responsibilities development, you will be growing with the Destination Services Operations team, strategically developing innovative projects and plans with the core objective of continuously improving efficiencies within mobility services in Denmark and our Nordic counterparts.
- Learning, contributing, and implementing the team's and overall company goals and strategies.

### Competencies

- You are a positive team player with a can-do attitude and solutions-oriented work skills.
- You are inclusive, openminded and excited to help our global clients and their families settle in smoothly in Denmark.
- You are proactive, sharp with details, and eager to learn new skills and develop professionally.
- You are highly structured and organized; adept in time management.
- You have highly proficient IT skills.
- You are fluent in written and conversational English, and adept in Danish.

### Location

In Denmark, our offices are located in Hvidovre and Aarhus. This position is located in Helseholmen 10, 2650 Hvidovre.

### Working hours

Full-time position with 37 work hours a week.

### How to apply

We look forward to receiving your application in English. Please write "**Destination Services Coordinator**" in the subject field and send it to [hr@alfamoving.com](mailto:hr@alfamoving.com) latest **May 3, 2024**. We aim to hold interviews from May 6 to 8. **Target start date is May 15, 2024.**

**For questions about the position, please contact Nerrisa Weis, phone +45 28 10 63 87**

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.