



## Join our global Immigration 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 have experience of managing work and residence permits, are you a skilled administrator and service-minded beyond the ordinary? Then we look forward to hearing from you!*

Alfa is expanding and is looking for experienced Immigration Consultants, or candidates with 1-2 years' relevant working experience, for our specialist team in Stockholm, Malmö or Gothenburg.

### Job description

As an Immigration Consultant, you become part of Alfa's Immigration Team to ensure that our customers and their employees receive professional support in connection with moving between different countries. You collaborate with Swedish and international clients and your role is to act as a contact person for both customers and employees.

The immigration process and the requirements for work permits are complex and, in your role, you support your clients with information about rules and requirements for residence and/or work permits. You gather, review, and supplement the documentation required for a fast and smooth handling of the process, and support in contact with various authorities.

As an Immigration Consultant, you will 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 an Immigration Consultant, you are part of Alfa's Immigration Team and report to the Business Manager Immigration. You are located at our office in central Stockholm, Malmö, or Gothenburg.

### Who are you?

- The person we are looking for has a relevant university degree, preferably in law/political science/finance, or other education that Alfa considers equivalent.
- You have a few years' experience from similar roles where you have worked with immigration cases, for example in a large international company or within an authority. If you have

no immigration knowledge, but have worked with qualified administration in an authority and are a fast learner, this is also sufficient.

- You enjoy an international working environment and have a high multicultural understanding. We see it as positive if you have lived and studied or worked abroad. Alfa Mobility is committed to diversity, equity, inclusion, and belonging. We foster an inclusive work environment where everyone's unique perspectives are valued and respected.
- To thrive in this role, you need to have a high IT maturity and be used to working in various business support systems .
- You master Swedish and English at a high level, both verbal and written.
- As a person, you are confident, positive and get energy from meeting new people. You find it easy to create and maintain good relations and act in a responsible and solution-oriented way.
- You can proceed in cases in an independent way but also appreciate the support you can get and give in a team of colleagues with high competence.
- You need to be used to prioritizing and be able to re-prioritize when needed, as well as work proactively and get things out of your hands.

Most important for the role is that you have a structured way of working, are a good communicator and take delivering good service for granted. 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](mailto:hr@alfamoving.com) Mark your application "Immigration Consultant"

### Apply now!

We are constantly looking for new skilled colleagues. Presently we have two openings – 1 full-time permanent, and 1 one year long full-time parental leave cover.

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.