



## Join our Relocation Team!

Alfa is expanding and is looking for an Relocation Consultant for our specialist team.

### Job description

As a Relocation Consultant, you become an important part of Alfa's Mobility team to ensure that our customers and their employees receive professional support in connection with their move to a new country.

*"To work as a Relocation Consultant is to have a job with variety and a lot of joy! It is a great privilege to help people who have made a big decision to move to another country. As a Relocation Consultant, you are an important part of the entire process from the beginning of the move to their final destination. Sometimes the smallest detail can become the most important to the relocating family."*

Professional customer support is crucial for a successful completion of a relocation and as a Relocation Consultant, you ensure that Alfa's clients receive the best support and help with:

- handling a caseload of relocating employees and their families, either internationally or domestically
- managing the entire relocation process; coordinating all services and ensuring the employee and family are receiving a high quality service
- acting as the main point of contact for the relocating employee and their family
- support with different types of government applications
- making sure the customer finds a new home
- assist with opening a bank account
- finding the right school for the children
- give support to make sure the customer having an insurance in place

As a Relocation Consultant, you work with a wide contact network and collaborate continuously with the client, expatriate and their family, specialists internally at Alfa as well as authorities and suppliers.

In your role as a Relocation Consultant, you will be part of Alfa's Swedish Destination team.

\* You need to hold a Swedish driving license.

### Who are you?

The person we are looking for has a relevant education or work experience within relocation, customer service industry, logistic coordination, administration or similar. You should have a positive attitude, can do attitude and a big smile.

You need to thrive in both an international and multicultural work environment and have a high multicultural understanding. We see it as very positive if you have lived and/or studied or worked abroad. Furthermore, you are used to working in various business support systems and have a very good administrative ability. You master English and preferably Swedish at a high level, both verbally and written, and it is an advantage if you have other language skills. A driving license is preferred but not a must.

As a person, you are confident, positive and thrive from meeting new people. You can easily create and maintain good relationships and act in a responsible and solution-oriented way. You have the ability to work independently, but also appreciate the support you receive and give in a team of colleagues with high competence. You have a structured way of working, are a good communicator and take good service for granted. You need to be used to prioritizing and be able to re-prioritize when needed, as well as work proactively and get things done. Great emphasis is placed on personal suitability.

**Language:** Swedish and English, other languages are a plus.

**Working hours:** We are open for part-time as well as full-time. State your preference in the covering letter.

**Locations:** Malmö\*, Göteborg\*, Västerås\* and Stockholm

**Contact:** Please email a copy of your CV and covering letter to [hr@alfamoving.com](mailto:hr@alfamoving.com) - Mark your application "Relocation". If you want to know more about the position, you are welcome to contact **Leif-Erik Johansson, Business Manager 010-331 39 62**.

Apply as soon as possible and interviews will take place on an ongoing basis to appoint employees gradually.

Visit us on [www.alfamoving.com](http://www.alfamoving.com) or on LinkedIn to learn more!