



Join our Destination Services Operations Team! (Maternity Cover)

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 to people on the move.

We are now looking for a maternity cover for 10,5 months for 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

- Minimum one year of Relocation Industry experience.
- Proactive, sharp with details, and eager to learn new skills and develop professionally.
- Highly structured and organized; adept in time management.
- Highly proficient IT skills.
- Fluent in written and conversational English, and adept in Danish.
- A positive team player with a can-do attitude and solutions-oriented work skills.
- Inclusive, openminded and excited to help our global clients and their families settle in smoothly in Denmark.

Location

Helseholmen 10, 2650 Hvidovre.

Working hours

Full-time position with 37 work hours a week.

How to apply

We look forward to receiving your CV and application in English. Please write "**Destination Services Coordinator**" in the subject field and send it to hr@alfamoving.com latest **July 5**. Questions about the role can be directed to Team Manager Nerrisa Weis at nerrisa.weis@alfamoving.com. We aim to hold interviews from July 15 to 19. **Target start date is August 15, 2024.**

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.