

Join our Immigration Team in Finland!

We're looking for an Immigration Consultant to join our Helsinki team on a 12-month fixed-term contract. In this role, you'll support international employees relocating to Finland, working closely with clients, assignees and immigration authorities to deliver a smooth and compliant immigration process.

At Alfa, we provide relocation and immigration services across the Nordics. As the leading mobility provider in the region, we're united by our mission of giving peace of mind to people on the move.

Your responsibilities

- Manage immigration cases for EU and non-EU nationals relocating to Finland.
- Advise HR teams, managers and relocating employees on immigration matters.
- Review documentation and ensure compliance with immigration requirements.
- Monitor case progress and provide proactive updates to stakeholders.
- Liaise with immigration authorities and other external partners.
- Maintain accurate records and case information.
- Stay up to date with Finnish immigration regulations and developments.

About you

You are an organized and service-minded professional who enjoys working in an international and fast-paced environment.

We believe you have:

- Experience within global mobility, immigration, HR, administration, legal services, tax or a similar field
- Knowledge of Finnish immigration processes, or a strong interest in developing expertise in this area.
- Excellent communication skills in Finnish and English, both written and spoken. Swedish is an advantage.

- Strong organizational skills and attention to detail.
- A proactive mindset and a customer-focused approach.
- Good IT skills and experience working with administrative systems.

What we offer

- A flexible workplace with the possibility to work in a hybrid-setup.
- A modern office in Helsinki.
- A supportive and collaborative Nordic work environment.
- Opportunities to develop within immigration and global mobility.

Employment details

- **Location:** Helsinki, Finland
- **Employment type:** Fixed-term employment (12 months)
- **Working hours:** Full-time
- **Probationary period:** 6 months
- **Start date:** As soon as possible or by agreement

Interested?

We review applications on an ongoing basis and encourage you to apply as soon as possible.

If you have questions about the position, please contact the recruiting manager **Ilona Ruokoniemi** by email ilona.ruokoniemi@alfamoving.com

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.