



Are you our administrator/receptionist?

We are looking for an administrator/receptionist in Jönköping

Do you want to be the link between Alfa and our customers? Are you a great communicator and enjoy being in the center of action? Then you may be our administrator/receptionist.

Tasks

As an administrator/receptionist, you have an important role in the operational department at Alfa, focusing on preparing, updating and producing internal documents and presentations together with responding to our general incoming emails and calls. You will operate the switchboard for our offices in Jönköping, Stockholm, Göteborg and Malmö. In addition, you will assist our Quality department as a claim administrator. The tasks are very varied and you have to be able to handle stressful situations.

Skills

We are looking for you who have excellent experience in Office365 and are service minded. English is our group language, so we require that you are fluent in speech and writing in both Swedish and English.

- You have experience from administrative work in a digital environment
- You are a driven, committed and prestigious communicator
- You contribute to a team feeling and is good at collaborating
- You are structured and enjoy working in a systematic way

Being flexible, structured and a team player are highly important qualities for us. We put great emphasis on your personal characteristics.

Working hours

Full-time permanent position subject to a six month probationary period.

Application

Email your application together with your CV and cover letter in English to hr@alfamoving.com **no later than 28th February, 2019**. Mark your application **"Administrator/Receptionist"**. Apply as soon as possible, interviews will be ongoing. The position will be appointed as soon as possible.

About Alfa:

Headquartered in Sweden, Alfa is the largest Scandinavian provider of mobility & assignment services. Our clients consist of Private, Corporate and Industry Partners who are focused on enhancing their strategic position by investing in Alfa's core services: Immigration and Visa, Moving, Relocation and People Services.

Interconnected workforce with global performance

Our mobility & assignment services are delivered by 440 people across Scandinavia. With 11 offices throughout Sweden, Norway, Denmark and Finland Alfa's interconnected workforce manages mobility and assignment services in 150 countries annually; with a record of 30,393 mobility assignments in 2015-2017.

Alfa cares for people and businesses

Established in 1995 as an innovative & progressive company Alfa is a member of the prestigious worldwide mobility services organization. Awarded with ISO 14001/27001 and Triple AAA finance certifications and providing security consciousness with Information Security Management Systems monitoring all our technology.

We provide peace of mind for people on the move in the hope to enhance the lives of assignees and their families.

IMMIGRATION • RELOCATION • PEOPLE • MOVING

www.alfamoving.com