



Join our global move team!

Are you interested in working within a global network? Alfa is expanding and we are now looking for a new Move Coordinator/Sales person, based in Åros-Oslo.

Job description

You will be an integral part of a dynamic team consisting of experienced colleagues with a primary mandate to support several clients and families with their removal needs and requirements. You will report directly to the managing director. You will be working in an international environment where English is our main language. It is important that you are fluent in both Norwegian and English.

Your day will include:

- Follow our sales process from client's requests to secure business, meaning calculating, quoting and follow-ups.
- Daily communication with clients and partners worldwide.
- Book freights and forwarding within road freight, sea freight and air freight.
- Inform the sales person/ customer or agent of any update in terms of adjustments and additional costs.
- Check that all goods depart and arrive as expected.
- Working proactively as well informed throughout the moving process, customs procedures and the company policies.

Who are you?

You are a customer orientated person, strong communicator and good administrator. It is important that you are efficient at multitasking and have the right logistical mindset. Teamwork is the core of Alfa's success; you are a motivated team player in a dynamic and fast-moving team, but also being able to work independently and have a good sense of humor striving to play an important role for continued accomplishments.

Specific requirements for the role include:

You should be structured and accurate and possess excellent communications skills both written and oral and be comfortable, fluent in English and Norwegian. Problem solver, paying strong attention to details and highly organized. Ability to think outside the box. Monitoring and keeping up high quality of service to customers both internally and externally. Ability to handle intensive seasonal variations.

Working hours

Full-time

Application

Send your application together with your CV to oyvind.andersen@alfamoving.com

For more information, please contact the managing director, Øyvind Andersen, phone +47 411 29 000

Application deadline is 23rd of April 2019. Apply as soon as possible, interviews will be ongoing.

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

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