



Do you want to join our team at Alfa?

We are looking for a Project Administrator for our office in Jönköping

Are you used to working towards project goals and have experience from process work and performing administrative functions concerned with a project? Then you may be our new Project Administrator.

Tasks

As a Project Administrator, you have an important role in the operational department at Alfa, focusing on preparing, updating and producing internal documents and processes in different systems. You are a good communicator with analytical skills and used to work in and with different management systems. The tasks are very varied and it is important that you are efficient at multitasking and that you are structured in your work. You also hold a high level of quality in your line of work and can organize and prioritize your work in a good way.

It's an advantage if you have previous experience from working as a Project/Program Administrator. You might also have the possibility to be responsible for one or our applications. We see that you have a college degree.

Skills

We also want you to be a problem solver, paying strong attention to details and highly organized. It's a plus if you have the ability to think outside the box. 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.

Application

We are using JK Resurs for this recruitment so please send your application together with your CV and cover letter in English to mia@jkresurs.se no later than **13th June, 2019**. Mark your application **"Project Administrator"**.

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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