



Join our Immigration Team in Denmark!

Would you like to assist our assignees with their immigration to Denmark and be part of a dynamic and dedicated team? Alfa Mobility Denmark is looking for an Immigration Consultant to join our team for a 11 months' maternity cover (30 hours per week).

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.

Key responsibilities

- Coordinate and deliver high quality NON-EU immigration services to our assignees including, among other things:
 - Various short- and long-term Residence and Work Permits at the Danish Agency for International Recruitment and Integration (SIRI)
 - Immigration Consultation and advise to HR business partners and relocating employees
- Assess immigration compliance and immigration documents.
- Monitor expected immigration timelines, catching any questions or red flags and communicating scenarios in a timely manner.
- Liaise with immigration authorities and other stakeholders in the immigration procedure.
- Keep records updated in internal and external data systems.
- Be a pro-active part of team meetings, knowledge sharing and training sessions with the team.
- Stay up to date with Danish immigration regulations and trends in Denmark to offer the best possible solutions.

Competences

- Experience from a similar function in global mobility, the public sector, tax, legal, administration, human resources or immigration assistance is preferable.
- Knowledge of Danish immigration laws and tax implications is an advantage.
- It is a prerequisite that you are well articulated in both Danish and English.

- You are an experienced IT user (Outlook, Excel, SharePoint).
- You are organized and have a strong focus on details.
- You have the ability to switch easily between different tasks and remain organized in stressful situations and a high workload environment.
- You are pro-active in searching for new information to secure an updated, compliant and customer focused service level.
- You interact in a constructive manner with different stakeholders externally and internally, both by email, over the phone and in person.

What we offer

- Flexible workplace and option to work from home for max. 2 days per week.
- Modern office in Hvidovre, with easy access by car and public transport.
- Supportive and dedicated colleagues with diverse backgrounds that closely collaborate and appreciate a laugh during the day.

Working hours

30 hours per week. Flexibility during peak season (May - September) must be expected.

How to apply

We look forward to receiving your CV and cover letter in **English** to hr@alfamoving.com no later than **21 May 2024**. Please write **"Immigration Consultant"** in the subject field. Applications will be reviewed on a continuous basis, so please do not hesitate to apply as soon as possible. Questions about the positions may be directed to **Team Manager Eva van der Donk** on +45 22 44 03 45 or eva.vanderdonk@alfamoving.com. Target start date is **1 August 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.