



Join our global Relocation Team!

As a Destination (Relocation) Consultant, you will play a key role in assisting international assignees and their families relocating to Sweden. You will provide personalized support in home search, settling-in services, school searches, and other essential relocation needs. Are you a person that thrives when inspiring, guiding and supporting assignees in their relocation process? Then we look forward to hearing from you!

Alfa is the largest provider of mobility and moving services in the Nordics. With 9 offices and 250 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. We are now looking for a new Consultant for our Destination Services Team in Stockholm, Sweden.

Key responsibilities

- **Client Consultation:** Conduct initial assessments to understand client needs and preferences.
- **Relocation Planning:** Develop tailored relocation plans, including housing, schools, local orientation tours and more.
- **Coordination:** Work with service providers (e.g., immigration consultants, housing agents, landlords and more) to manage logistics and timelines.
- **Support Services:** General support in advice for healthcare, driver's license, banking, and cultural orientation.
- **Problem-Solving:** Address challenges during the relocation process and propose solutions.
- **Communication:** Maintain regular updates with clients and stakeholders to ensure transparency.
- **Reporting and admin:** Prepare status reports and maintain detailed records of the relocation process. Updating systems accordingly and keeping files up to date. Create and maintain SOP's and guidelines.

Skills & qualifications

- Excellent interpersonal and communication skills in English and Swedish. Other languages are a plus.
- Knowledge about relocation policies, logistics, and best practices.

- Ability to manage multiple projects simultaneously.
- Empathy and customer-focused problem-solving abilities.
- Knowledge of immigration, housing markets, and local services.
- Ability to handle unexpected changes
- Swedish driver's license

Ideal candidate profile

A proactive professional with a passion for helping clients transition smoothly. The candidate should be detail-oriented, organized, flexible and capable of delivering exceptional customer service throughout the relocation journey.

Why join us?

- Opportunity to work with diverse international clients.
- Flexible working environment with a mix of remote and on-site work.
- Rewarding role in helping individuals and families settle into a new life in Sweden.

Location

Stockholm, Sweden (flexible with 3 days in the office).

Employment type

Full-time

Contact

Please email a copy of your CV and covering letter to hr@alfamoving.com no later than April 30. Mark your application "Destination Consultant".

Apply now!

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.