



Tailoring relocation solutions

We have been striving for business excellence since the foundation of the company over 45 years ago. Constant quality and customer orientation has led to continuous growth and market leadership. With nine offices across Switzerland, we provide a wide range of relocation solutions. We support expatriates and international companies with pre-hire orientation tours, home search assistance, school search, immigration and settling-in services. Our services range from international removals to furniture rental. Behind our success are 150 experienced and talented employees who constantly aim to exceed customers' expectations.

For the region of Lausanne we are looking for a

Your job is to provide relocation services from A-Z mainly in the Lausanne area but with the possibility to also be working up to Nyon. Your tasks are to help newcomers to Switzerland, employed by multinational corporations, to settle in smoothly by facilitating all aspects of home finding, settling-in, registration and familiarization with local areas and customs.

This position includes an interesting mix of office duties and "on the road" support such as:

- Search of properties according to the customer's needs and preparation of viewing appointments
- Accompaniment on orientation tour and property viewings
- Assistance with lease application and entrance inspection
- Assistance with settling-in (registration, bank account opening, insurances, internet connection, etc.)
- Schooling support and consultancy

The ideal candidate will possess the following skill set:

- Advanced written and spoken English and French
- Experience and knowledge of regular and acceptable rental contract practice
- Good geographical knowledge of the region covered (Lausanne & surroundings)
- Proven organisational skills and excellent time management
- Proactive approach, ability to prioritize and anticipate
- High responsiveness and service driven
- Quick learner with the ability to cope with multiple simultaneous tasks in a changing environment
- Proficient in the use of Microsoft Office programs, internet and other IT tools

We offer you an interesting position in a dynamic multinational environment with autonomy, flexibility and responsibility. With an on-call contract you will work **60-80% on average** depending on the industry season and on the clients' needs.

If you match the above profile and feel that you can fill the role with a positive «can do» attitude, please send your application by email to: application@packimpex.ch

packimpex.

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