



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 our office in Frankfurt we are looking for a

Global Mobility Manager

In this role, you will provide support to expatriates, employed by global companies, to settle in smoothly by facilitating all aspects of home finding, settling-in, registration and familiarisation with local areas and surroundings.

This role entails:

- ❑ Ownership of complete relocation process from Initiation to Feedback Form.
- ❑ Act as first contact to employee and HR individuals.
- ❑ Consistent communication with local relocation consultants.
- ❑ Knowledge of Global Mobility services including Destination Services and Immigration.
- ❑ Coordination of third-party provider globally.
- ❑ Ensure high customer experience ending in excellent customer satisfaction.
- ❑ Maintain internal Packimpex systems as per guideline.

We are looking for:

- ❑ A minimum of 1 years' experience in a similar position.
- ❑ Fluency in written and spoken English and German.
- ❑ Excellent communication skills.
- ❑ Experience working in service driven work environments.
- ❑ Expertise in German tenancy agreements and the immigration process would be an added advantage.
- ❑ Proactive approach, positive attitude, cultural awareness and ability to make decisions independently.
- ❑ Ability to plan and manage workload under pressure.
- ❑ Quick learner with the ability to cope with multiple simultaneous tasks in a changing environment.

We offer:

We offer a future-orientated business, where we are constantly striving for new innovation and digitalisation. We encourage our employees to bring new ideas to enhance existing service offerings or bring new services on board. Join an international and multicultural team, who change lives, reinvent global mobility and exceed customer expectations.



We look forward to receiving your application. Please click [here](#) to drop your CV.

Packimpex AG
Madeleine Khunou
Brunnmattstrasse 5
CH-3174 Thorishaus/Bern
application@packimpex.com
+41 58 356 14 29