



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 Lausanne we are looking for a

Relocation Departure Specialist

In this role, you will provide support to expatriates, employed by global companies, making sure their departure goes smoothly. You will be responsible for all the administrative tasks related to their departure:

- ❑ Providing expert advice on local lease contracts.
- ❑ Managing expectations and presenting a personalized response through analysis of each case. Determining the best course of action for the specific departure.
- ❑ Providing general and personalized follow-up assistance.
- ❑ Undertaking effective file management.
- ❑ Represent the tenant at the exit inspection.
- ❑ Handle insurance claims.
- ❑ Provide administrative support to the relocation consultant team.

Your Profile:

- ❑ Advanced written and spoken English and French
- ❑ Valid drivers license
- ❑ Experience and knowledge of regular and acceptable rental contract practice and property maintenance
- ❑ 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 a future-orientated business, where we are constantly striving for new innovation and finding creative solutions to improve our digital footprint. We encourage our employees to bring new ideas to enhance existing service offerings or bring new services on board. Join a passionate, ambitious and multicultural team, who reinvents global mobility, and exceed customer expectations.

We look forward to receiving your application.

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Packimpex AG
Madeleine Khunou
Chemin de Chandieu 22
CH-1006 Lausanne
application@packimpex.ch
+41 58 356 14 29