



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 Bern we are looking for a

Relocation Consultant

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 familiarization with local areas and customs. This position can either be based in Bern or in Visp. It includes an interesting mix of office duties and face to face consulting such as:

- ❑ First contact with transferee after arrival
- ❑ Review of housing needs analysis for the area
- ❑ 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
- ❑ Update file status on ERP-System and manage outlook inbox

The ideal candidate will possess the following skill set:

- ❑ Advanced written and spoken English and German
- ❑ Experience and knowledge of regular and acceptable rental contract practice
- ❑ Good geographical knowledge of the region covered (Bern & surroundings or Visp & 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.

We look forward to receive your CV with a motivational letter explaining why this role appeals to you.

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