



## 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 Coordinator

Do you strive for an opportunity to grow and learn new trends in the exciting global mobility market? Then join us as Relocation Specialist, where you will have the full insights into every aspect and process of a Destination Service Provider, supporting expatriates with their relocation.

You will manage different office admin related processes and tasks such as, home searches, arrange viewing schedules, advising on lease contracts, assistance in setting up of bank accounts and other settling in assistance, provide administrative support to the Relocation Consultants and liaising with different stakeholders involved in the relocation process.

To be successful in this position you will need advanced written and spoken English and French language skills, a valid drivers license, ability to prioritize and passion for outstanding customer service delivery.

You will get the opportunity to learn and gain in-depth knowledge of the real estate market in Lausanne and surroundings and gain the skills and insights into the ever-changing relocation industry within a future-orientated business.

We encourage you to bring new ideas to enhance our service offering. Take the opportunity to proof your skills and work together with a multicultural team, who believe in sharing knowledge and working together to exceed customer expectations.

We look forward to receiving your application.

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