



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.

Our team in The Netherlands is expanding. We are looking for a

Relocation and Immigration Coordinator

Your Mission

The Relocation & Immigration Coordinator will coordinate relocation and immigration services mainly for Packimpex Netherlands and be capable to support – upon demand – the same for Packimpex Belgium. This position is offering an exciting opportunity to play a role in the establishment of our new subsidiary in The Netherlands. Get involved in supporting the implementation of operational processes and building good relationships with Packimpex clients.

About the company

With 14 offices across Belgium, Germany, UK, Switzerland and The Netherlands, 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 strive for innovation and continuous improvement.

Place of Work

This role will be fulfilled mostly from (home) office.

Your 12-Month Employee Journey

You will spend time in learning the DSP Processes for the first 3 months. This is done via an e-learning platform and video calls. You will work hand in hand with Relocation and Immigration Consultants and with your existing relocation knowledge and experience you will supervise your own cases, anticipate on issues/abnormalities, and advise on solutions. After 6 months you will be fully immersed in your new position and be able to look at process optimisation and implementation. After 12 months you will have enough knowledge to be more strategic in the tasks you own, analysing client satisfaction metrics and analysing market gaps and suggesting innovation.

What you will do

The Relocation & Immigration Coordinator will work in an international context, interacting with assignees (end-users, customers) and clients (HR/International Mobility Managers or RMC Account Managers) from around the world.



What we expect

Experience and knowledge within the relocation industry. The tasks of this position will require adaptability, empathy, proactive communication, and accurate reporting. We believe that regular team meetings vehicle the necessary information for the good and coordinated service provision.

Hours of Work

Full-time 40 hours a week.

Application Process

Please send us your CV with a short motivation on why this job interests you.

The application will be reviewed by our in-house recruiter and if successful an interview will be set up with our Chief Operating Officer.

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