



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

Relocation Manager (m/f/d)

Your Mission

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.

About the company

With offices across Belgium, Germany, the UK, Switzerland, the Netherlands, and Italy, 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.

We offer a future-orientated business, where we are constantly striving for 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.

Place of Work

Frankfurt with the possibility to work from home.

What you will do

- ❑ 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.

What we expect



- ❑ A minimum of 1 years' experience in a similar position.
- ❑ Fluency in written and spoken English and German.
- ❑ Knowledge of Global Mobility services including Destination Services.
- ❑ 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.

Application Process

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

We look forward to getting to know you.

Packimpex Ltd.
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