



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 Zürich we are looking for an

Administration Intern (80 – 100%) Temporary 6 – 12 months - Zürich

Your tasks will include:

- ❑ Supporting our relocation team in finding suitable accommodation for our expat clients
- ❑ Regular contact with landlords and property managers (by email and telephone)
- ❑ Conducting internet research for suitable residential properties
- ❑ Coordination of viewing appointments
- ❑ Completing housing applications for clients
- ❑ Negotiating tenancy agreements and informing clients about the contents of the agreement
- ❑ Various administrative tasks

Your profile:

- ❑ Strong communication skills in German and English
- ❑ You are IT literate (MS Office Suite) and are at ease with internet research
- ❑ You enjoy working in a team and have excellent phone communication skills
- ❑ You are organised, work precisely and efficiently and are able to multitask

What we offer:

- ❑ In our successful service delivery company you will find an interesting and varied working environment
- ❑ You will get a good insight into the real estate industry, administration and relocation.
- ❑ This is an ideal position in which you can gain valuable experience in a busy field of work
- ❑ You have the opportunity to strengthen your personal responsibility
- ❑ We offer great career development opportunities in an international environment
- ❑ Flexible working arrangement 80 – 100%

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