



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.

Due to our unprecedented growth we are looking for 2 - 3 additional

Relocation Consultant (Stuttgart or Berlin)

In this role, you will provide support to expatriates, employed by global companies, to settle in smoothly by facilitating all aspects of home finding in various German cities.

It includes an interesting mix of office duties and face to face consulting such as:

- ❑ Review of housing needs analysis for the area
- ❑ Arrange property viewing appointments
- ❑ Accompaniment on property viewings
- ❑ Assistance with lease application and entrance inspection
- ❑ Update file status on ERP-System

You will have the following skill set::

- ❑ Advanced written and spoken English and German
- ❑ Good knowledge of the Bern housing market
- ❑ Good geographical knowledge of the region covered
- ❑ Valid Drivers' License
- ❑ Proven organisational skills and excellent time management
- ❑ Proactive approach, ability to prioritize and anticipate

We offer an interesting position in a dynamic multinational environment with autonomy, flexibility and accountability. With an on-call contract your work load averages between **40 – 80%** depending on the industry season and on the clients' needs.

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

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Packimpex Ltd.
Sybille Goss
Wilhelm-Leuschner-Str. 41, 60329 Frankfurt am Main