



Tailoring relocation solutions

We have been striving for business excellence since the foundation of the company over 41 years ago. Constant quality and customer orientation has led to continuous growth and market leadership. With ten offices across Switzerland and one in Germany, 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 275 experienced and talented employees who constantly aim to exceed customers' expectations.

For our Geneva office we are looking for a Relocation Consultant 60-80% (on-call)

Relocation Consultant 60-80% (on-call) - Geneva

In this role, you will provide support to expatriates employed by multinationals to familiarize with their new home country and settle in smoothly. In addition, you will be responsible for all the administrative tasks related to departure services. This position includes an interesting mix of office duties and "on the road" support such as:

- Search of properties according to the customer's needs and preparation of viewing appointments
- Accompaniment on orientation tour and housing tour
- Assistance with the lease application and entrance inspection
- Assistance with settling-in (registration, bank account opening, insurances, internet connection, etc.)
- Schooling support and consultancy
- Cancellation of lease-related contracts and assistance with handover of property
- Ordering of quotes for repairs and scheduling of repairs
- Monitoring of deposit return and assistance with utility refunds

The ideal candidate will possess the following skill set:

- Experience and knowledge of regular and acceptable rental contract practice
- Good geographical knowledge of the region covered (Geneva & surroundings)
- Proven organisational skills and excellent time management
- Advanced written and spoken English and French
- Proactive approach, ability to prioritize and anticipate
- High responsiveness and service driven
- Quick learner with the ability to cope with multiple simultaneous tasks in a changing environment
- Proficient in the use of Microsoft Office programs, internet and other IT tools

We offer you an interesting position in a dynamic multinational environment with autonomy, flexibility and career progression opportunities. With an on-call contract you will work 60-80% on average depending on the industry season and on the clients' needs.

If you match the above profile and feel that you can fill the role with a positive «can do» attitude, please send your application **by email** to: application@packimpex.ch

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