



Tailoring relocation solutions

We have been striving for business excellence since the foundation of the company over 42 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 Lausanne office we are looking for a Relocation Coordinator (100%)

Relocation Coordinator (100%) - Lausanne

In this role, you will act as a coordinator for a team of Relocation Consultants by providing support on a broad variety of tasks such as:

- Search for properties according to the client's needs and expectations
- Organize the viewing appointments
- Prepare and send the lease applications
- Coordinate entrance inspections with real estate agencies/landlords
- Provide assistance with setting bank appointments, registration at energy suppliers, setting up telephone & internet services
- Monitor consultants' inboxes when on the road with clients and answer emails within the expected deadline
- Update and complete reports

The ideal candidate will possess the following skill set:

- Proven organisational skills and excellent time management
- Advanced written and spoken English is a must
- Proficient in the use of Microsoft Office programs and other IT tools
- Familiar with the real estate industry and good geographical knowledge of the region covered
- 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
- Flexible with a team oriented «can do» attitude

We offer you an interesting position in a dynamic multinational environment with autonomy, responsibility and career progression opportunities. We will ensure a professional introduction, followed by continuous personal development programs.

If you match the above profile and feel that you can fill the role with flexibility and positive «can do» attitude, please send

packimpex. tailoring relocation solutions



your application **by e-mail** to: application@packimpex.ch

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