



### 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 Consultant (80%)

## Relocation Consultant (80%) - Lausanne

**In this role**, you will act as a departure specialist providing support to expatriates employed by multinationals. You will be responsible for all the administrative tasks related to departure services such as:

- Cancellation of lease-related contracts
- Pre-exit inspection to clarify what needs to be done before the handback
- Assistance with handover of property
- Order of quotes for repairs and scheduling of repairs
- Monitoring of deposit return and assistance with utility refunds
- Organization of visits to re-rent the property
- Assistance with deregistration

**The ideal candidate** will possess the following skill set:

- Experience and knowledge of regular and acceptable rental contract practice
- Understanding of property maintenance and network of maintenance companies
- 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
- Good geographical knowledge of the region covered (Arc lémanique)
- Proactive approach, ability to prioritize and anticipate
- High responsiveness and service driven

**We offer you** an interesting position in a dynamic multinational environment with autonomy, flexibility and career progression opportunities.

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](mailto:application@packimpex.ch)

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