

French Speaking Global Mobility Coordinator (GMC)

As part of its expansion into Africa, Executive Relocations Africa is looking for an experienced relocation/immigration coordinator in Cape Town.

The GMC will be expected to coordinate missions given from the head-office in Cape Town to our branches in Africa. The position is based in Cape Town and will directly report to the Executive Relocation Africa Operations Manager.

He/she will be responsible for coordinating 5 to 10 African countries with immigration and relocation with a good understanding of the local environment. Dealing with high caliber of clients and exceptionally high customer service skills, you will get involved with all aspects of their relocation into Africa.

He/she must have the following skills:

- ☐ Computer literate, proficiency in Excel
- ☐ Excellent communications skills / excellent English speaker
- ☐ Able to source information
- ☐ Problem solving skills

Minimum requirements:

- ☐ Diploma or degree
- ☐ Three (3) years of experience in the relocation, travel or hotel industry

Will be considered as a plus:

- ☐ Travels in Africa
- ☐ Proficiency in other languages
- ☐ Expatriate living experience
- ☐ Being well-presented

Package: Salary will be commensurate with experience

HOW TO APPLY?

Please send your CV + motivation letter to
recruitments@executiverelocationsafrica.com

Successful mobility solutions
throughout Africa and the World