

**Relocation service:**  
Landing safely from abroad  
and settling in quickly



Internationalisation demands great flexibility from your employees and their families. They not only have to quickly adapt to a new job, but also find their way around in an unknown city in a foreign country. Such changes often create incredible challenges: yesterday, still working in the old job in the home town, today, in a new job in a new country, and immediately expected to provide the same or even better performance.

With good support, employees transferred to a new country can perform at their best from the very first day, whilst at the same time creating a new home for themselves. All the members of the family can integrate quickly and feel «at home» in the real sense of the term.

**All our relocation specialists have already lived abroad themselves and know what is involved in starting a new job and setting up a new home in a new country.** They are, however, also very much at home in this region of Switzerland and know the area like the back of their hand.

We provide individual, competent and efficient support for employees and their families who are being transferred to Switzerland. We are sensitive to their worries and the problems involved in the move to this new country. We help out in any way we can in the search for new living accommodation, and accompany them personally to the local authority offices.

## Our relocation service includes:

### Orientation tour

- Providing information to support the relocation decision
- Providing a positive impression of the future residential area

### House hunting

- Evaluation of suitable housing
- Accompanied viewings
- Support for rental and purchasing contracts

### Administration

- Organisation of residence and work permits
- Handling of formalities and accompanying to local authorities
- Advice in bank and insurance matters

### Schooling

- Overview of the Swiss school system and an insight into the local school options
- Organisation of private schools (e.g. international schools) and child care possibilities

### Settling in

- Provision of information on everyday life (waste separation and recycling, motorway tolls, public transport, shopping)
- Lists with useful contacts (doctors, public authorities, leisure activities)

## Your advantages:

- Your employees are highly **motivated right from the start.**
- Your employees are able to fully **concentrate on their professional duties.**
- You **avoid costly loss of know-how** because your employees have «staying power».
- Successful transfers result in **lower recruitment costs.**

**Be able to enjoy your new surroundings thanks to our relocation service.**