

## SettlyGo



Moving to a new country is exciting but also overwhelming. At SettlyGo, we understand the challenges newcomers face when settling in Germany, from navigating bureaucracy to understanding the language and culture. Our mission is simple: Make settling in Germany easy, stress-free, and affordable. We connect you with verified local helpers who speak your language and guide you through administrative tasks, from registration to opening a bank account and everything in between.

### **Multilingual Relocation Support Helper (Berlin, Flexible Work for Students)**

Help newcomers in Berlin with appointments, paperwork, and settling-in tasks

City: Berlin; Starting date (earliest): At the earliest possible; Remuneration: from €17.50/hour

#### **Tasks**

- Support newcomers in Berlin with practical settling-in tasks
- Accompany customers to appointments when needed
- Help with everyday orientation, local processes, and administrative steps
- Communicate clearly and reliably before and after bookings
- Confirm availability and complete tasks on time
- Provide a friendly, professional, and trustworthy experience

#### **Requirements**

- You are based in Berlin
- You speak German confidently and can support customers in everyday local and administrative contexts
- English is required for communication with international customers
- Additional languages such as Arabic, Farsi, Turkish, Ukrainian, or Russian are a strong plus
- You are reliable, organised, and comfortable working with people from different backgrounds
- You are comfortable using a smartphone, maps, messaging apps, and basic online tools
- You are willing to complete onboarding, verification, and payout setup
- Previous experience in customer support, hospitality, relocation support, community work, or admin help is a plus

## What we offer

- Flexible, self-employed collaboration through the SettlyGo platform
- No fixed shifts; you set your availability and can accept suitable booking requests
- Opportunity to support international newcomers in Berlin through meaningful, practical work
- Clear onboarding and profile review process
- Access to booking opportunities based on language fit, location, customer needs, and availability
- Early opportunity to join our first trusted helper cohort in Berlin

Please note: this role is offered on a self-employed, platform-based basis via SettlyGo. It is not a traditional employment relationship, and fixed hours are not guaranteed. Booking volume may vary based on language fit, availability, and customer demand.

## Application

Please apply via <https://helpers.settlygo.app> and complete your helper registration there.

To be considered, please create your profile and complete the required onboarding steps, including your basic information, languages, availability, and verification details.

Our team reviews each application manually. If your profile is a good fit for our current Berlin launch needs, we will approve your profile and contact you with the next steps. Approved helpers become eligible to receive booking requests based on language fit, service needs, location, and availability.

We are currently building our first trusted helper cohort in Berlin. Early approved helpers have the opportunity to join at the launch stage and help shape the quality of the platform from the beginning.

More information at <https://stellenticket.de/203472/TUB/>  
Offer visible until 04/06/26

