



## Bilingual Mobility Specialist

Interested Applicants should submit their resume: [HR@metricanet.com](mailto:HR@metricanet.com)

### Position Title:

**Global Mobility Specialist - bilingual**

### Location:

San Antonio, Texas

### Position Start Date:

Immediate fill

### Position Requirements:

- ) Bachelor degree or equivalent experience.
- ) Authorized to work in the U.S.
- ) Excellent spoken and written command of the English language, other foreign languages is an advantage.
- ) Computer qualifications in: MS Word, MS Excel, MS Power Point, Internet research and E-mail.
- ) Strong communication and presentation skills.
- ) Spanish language skills required
- ) Full-time position (40 hours per week, Monday thru Friday)

### Position Description:

The Global Mobility Specialist is responsible for providing administrative support to Metrica's relocation's division in delivering global mobility services worldwide.

The successful candidate must be able to work independently, and also in a collaborative environment supporting the Global Mobility Director

### Education or Equivalent Training:

Bachelor's Degree in Business or International Studies or the equivalent combination of professional training or work experience.

### Skills Required:

- Assist in delivering corporate relocations and visa/immigration services in over 70 international locations.
- Conduct research and prepare country/locations reports as directed.
- Answer ad-hoc information requests of Clients as directed
- Coordinated communication flow between client and Metrica's network of global partner firms.

- Assist Vendor Manager in recruiting, training, and on-boarding of global partner firms.
- Update and maintain data within internal systems.
- Handle confidential documents with utmost discretion.
- Bi-lingual - English/Spanish.
- Conduct general office administration

Interested Applicants should submit their resume & cover letter to [HR@metricanet.com](mailto:HR@metricanet.com)

**About Metrica:**

Metrica, Inc. is a broad-based professional services firm established in 1984 to provide an array of program support activities to the US government and corporations. Metrica's headquarters is located in San Antonio, Texas, with additional offices in Northern Virginia. Metrica is an Equal Opportunity Employer, M/F/D/V.

**Benefits:**

Metrica offers an excellent starting salary and outstanding fringe benefits, including Medical, Dental, Tuition Assistance, and 401(k) Retirement Plan to name a few.