



CAREERS

Interested Applicants should submit their resume & cover letter to HR@metricanet.com

Mobility Coordinator for International Relocations

Metrica Relocations Plus - Budapest

Metrica Relocations + is a US-based relocation company assisting companies in global mobility assignments, particularly in countries where the logistical environment is difficult. MR+ is seeking a Mobility Coordinator for International Relocations to its Budapest Regional Office in Hungary. This is a fulltime position to be executed through a 12-month contract with MR+ (annually renewable).

*More information on the company can be found at:
<http://www.metricarelocations.com>

Desired Qualifications:

*** Education**

Collegiate education required, minimum of B.A. level.

Computer qualifications in: MS Word, MS Excel, MS Power Point, Internet research and E-mail clients.

*** Prior Work Experience**

Prior experience in project management, logistics planning and/or event management.

Experience in customer service and direct communication with and support to clients.

Experience in handling administrative tasks and secretarial work.

Prior experience in relocations, public contact activities (meetings, seminars, exhibitions, etc.), and/or developing and managing marketing/PR projects is a plus.

*** Post Entry Training**

Full training on MR+ and MR+ client procedures and protocols.

*** Language Proficiency**

Professional fluency (level IV) in written and oral English.

Hungarian language skills required.

*** Knowledge**

Experience in project management is a plus.

Experience in customer service is preferred.

Proficiency in administrative procedures.

Skills Required for Position:

*Strong interpersonal skills with ability to work within structure of a diverse global company.

*Proven organizational and administrative skills.

*Computer literacy with experience in utilization of MS Office applications and Internet research.

*Must have ability to work autonomously, meet regular deadlines, and also

coordinate with team.

*Be able to work under pressure and have the ability to multi task and prioritize workload in a demanding fast paced environment.

*Collaborates with the employee relocation team and other stakeholders on continuous process improvements, leads specific initiatives.

*Be able to process and analyze data.

*Familiar with telecommunications operations.

*Ability to prepare correspondence, arrange and follow up on workshops/meetings/conferences.

*Strong ability to communicate effectively.

Key Performance Areas/Outputs:

*Assist in delivering corporate relocation services in over 70 non-traditional locations.

*Understand and administer assigned clients' relocation programs including policies, processes and practices.

*Coordinate communication flow between client and Metrica's network of global partner firms.

*Build relationships with local partners on the ground and offering ongoing training.

*Conduct technical research.

*Prepare data reports on a regular basis.

*Handle confidential documents with utmost discretion.

*Maintain project reports, economic research materials and office files.

*Conduct general office administration for MR+ Budapest Regional Office.

Personal Attributes/General Characteristics:

*Qualified candidate for this position should possess an outgoing personality with ability to develop strong working relationship with clients, company's internal staff as well as our global partner firms.

*Able to work independently and as part of a team.

*Dedicated and reliable with a strong sense of self confidence.

*Ability to prioritize and work under pressure.

*Keen sense of productiveness.

*Personal and telephonic communication skills.

*Ability to work in an open office environment.

Position Elements:

Supervision Received

*Acts as a Mobility Coordinator for International Relocation Services for MR+ Director based in Budapest, Hungary. The incumbent works under direct supervision of the Director. Pay and administrative issues should be discussed with Director as required.

Exercise of Judgment

*Makes decisions in accordance with verbal or written directions from authorized MR+ management.

*Decides content of reports for which responsible.

*Handles ongoing direct communication with client, meetings and telephone calls.

*Time allocation and work organization is extremely important.

Please send your CV and motivation letter to. Please include minimum three reference contacts in your application. In the subject line of the e-mail please indicate MR+ Mobility Coordinator Position.

Metrica Relocations Plus is an Equal Opportunity Employer, M/F/D/V.

