



## Mobility Coordinator

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

### Position Title:

**Mobility Coordinator for International Relocations**

### Location:

Budapest, Hungary

### Position Start Date:

Immediate fill

### Position Requirements:

- ) Collegiate education required, minimum of B.A. level
- ) Computer qualifications in: MS Word, MS Excel, MS Power Point, Internet research and E-mail
- ) Professional fluency (level IV) in written and oral English
- ) Hungarian language skills required
- ) Full-time position (40 hours per week, Monday thru Friday)

### Position Description:

This Mobility Coordinator for International Relocations position provides assistance in delivering corporate relocations services in over 70 non-traditional location

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:

- 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

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

**About Metrica:**

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