



# Example of Mobility Analyst Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of mobility analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for mobility analyst

- Assist in coordinating the global university research portfolio for the Mobility Solutions organization in Research & Advanced Engineering
- Conduct research related to external university and related organizational collaboration opportunities and activities in the broad mobility space
- Assist in managing and tracking existing external partnerships and collaboration activities within the broader mobility industry eco-system
- Work closely with the External Alliances group to support the centrally funded review process for URPs and Alliance projects to avoid risk, ensure value and promote potential synergy between centrally and departmentally funded university research projects
- Assist in developing and managing the process for information and resource sharing for the Mobility Solutions team, including updates to the Mobility Solutions university research SharePoint site
- Coordinate and manage various mobility related events and activities including subject matter expert forums, university project research seminars, technical workshops, Mobility Lab setup and reviews, and external visitors visits
- Assist in the preparation of presentation material for Mobility Solutions meetings, reviews and reports needed for management decision-making, budget/statistical analysis, and accountability as it relates to mobility university research
- Assist in coordinating public relations and marketing and/or outreach

- Track project alignment and status updates with Ford's research process to ensure all parties understand their roles and the expectations for conducting research sponsored by Ford
- Assist in coordinating the proposal development, progressing and review process for URP and Alliance projects funded by Mobility Solutions

### Qualifications for mobility analyst

- Assist with preparation of monthly expatriate payroll including USD/yen split and review of allowances & corresponding journal entries (full training to be provided)
- Coordinate electronic paystub submission to expatriate employees
- Assist with year-end tax filings for expatriate employees
- Japanese Speaking a MUST
- 2+ years of experience in HR/Global Mobility/Shared service environment
- Knowledge of I9 processes and regulations