



Example of Mobility Analyst Job Description

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Our company is looking to fill the role of mobility analyst. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for mobility analyst

- Issuing internal mobility-related notifications
- Reviewing invoices from our relocation partners and vendors to check for accuracy
- Generate cost estimates
- Global payroll management including preparing payroll instructions/reconciliations and SOX reporting
- Operational activities including monthly and annual allowance revaluation, allowance memos, payroll and accounting services reconciliation
- Document new processes for transitional issues, coordination and implementation of process changes and operational enhancements
- Work closely with other GS departments
- Assists in communicating relocation packages
- Prepare timely and accurate cost projections, including compensation, assignment allowances, international relocation and tax equalization
- Serve as the primary Mobility point of contact for expatriates while on assignment

Qualifications for mobility analyst

- Past experience working on global projects with ability to interact with business and IT management, 3rd party solution providers
- Experience in Global Business Immigration (1-2 years)
- Awareness of immigration requirements, relocation related individual and corporate tax implications, employment law considerations, relocation and

- Detailed knowledge of global mobility related cross functional interdependencies
- Ability to work in a fast paced, rapidly changing environment, by prioritizing and recognizing tasks and situations which require sense of urgency
- Comfort with ambiguity and ability to use sound judgment to drive complex issues to resolution and influence others to achieve results