



ManpowerGroup®

ManpowerGroup is a worldwide innovative forerunner and leader in the field of employment through the provision of services and workforce management solutions for clients and helping people in their career development with the aim of understanding the needs of the clients and candidates in the changing world of work.

On behalf of our client, renowned company from IT industry, Manpower Serbia is searching for a motivated candidate to take the challenge and to successfully fill the position of:

## International Relocation Manager

Location: Belgrade

### Job description:

- Managing business trips/ travel, and lodging for all company people/ candidates/ contractors
- Providing our expats and their families with logistics support to ensure smooth relocation experience (travel, housing, shipping, survival kits upon arrival, connections with schools/kindergartens and any other logistic service needed)
- Building trusting relationships with expats community, ensuring logistic support for them and their families during their stay in Serbia
- Creating and organizing a free time agenda for international job candidates during their stay in Belgrade
- Suggesting and implementing improvements/automatization in business travel/relocation processes
- Providing and maintaining business trips policy and expat's' handbook
- Producing reports to track and monitor the cost of travel and expats supporting activities;
- Monitor contracts with external providers, ensuring guaranteed services are provided and keeping trackers up to date (Real Estate Agencies, International Schools, Foreign Citizens administration, Travel agencies, Airlines, Travel guides/ bloggers, etc)
- Provide other administrative support, if required

### Desired Candidate Profile:

- Minimum 2 years of experience in a fast paced environment that requires excellent time and relationship management
- Bachelor's degree is preferred
- English language proficiency is a must; Serbian language proficiency will be considered a plus
- Friendly, communicative and attentive to people's needs
- Responsible and organized, with great attention to detail
- Strong interpersonal and communication skills
- Intercultural sensitivity
- Ability to be resourceful and proactive in dealing with issues that may arise
- Sense of urgency
- Possess a high standard of ethics to handle sensitive information, if required
- Living abroad/ international work experience will be considered a plus

ManpowerGroup is an Equal Opportunity Employer and considers applicants for all positions without regard to gender, marital status, national origin, age, creed, religion, race, color, ancestry, sexual orientation, physical or mental disability.

All applicants will be informed and shortlisted candidates will be invited for an interview.

Job order ID:  
2221

[www.manpower.rs](http://www.manpower.rs)

**APPLY NOW**

Deadline for  
applications:  
10.07.2017.

