

## **CONTRACT GLOBAL MOBILITY CONSULTANT**

### **Position Background**

Spectrum Group Consulting Services, LLC seeks an individual who is interested in a flexible, contract consultant opportunity working for an independent Atlanta-based consulting firm. At Spectrum Group, we specialize in international benefits and global mobility and assist Fortune 1000 companies with strategy and management of their global mobility and international benefit programs. This position is an ideal opportunity for someone looking for a flexible work opportunity who is comfortable working primarily remotely. To learn more about Spectrum Group, please visit our website at [SpectrumGroupConsulting.com](http://SpectrumGroupConsulting.com)

### **Job Description**

Responsible for providing consulting services for the development, implementation and improvement of our clients' global mobility programs, processes and policies. Key activities include:

- Analyzing, evaluating and preparing recommendations to ensure our clients maintain competitive and cost-effective global mobility programs
- Policy development, benchmarking and best practice analysis
- Mobility administration design and process workflows
- Global mobility strategy and administration structure guidance and recommendations
- Mobility supply chain vendor selection and management

This position also plays a key role in developing business opportunities and relationships in the Southeast, primarily Atlanta. One of the key responsibilities is to be the local presence at relocation/industry events, educational meetings and networking opportunities to promote Spectrum Group's consulting services. This requires strong knowledge of the global mobility market as well as business development acumen.

### **Required Qualifications**

- Corporate relocation/global mobility experience is required
- Must be based in Atlanta
- 10+ years of international relocation experience
- Experience administering an international relocation program, assignment compensation, tax and immigration compliance and other tasks related to supporting a corporate global mobility program and team
- Knowledge of relocation industry and key service providers
- Experience with international policy design, new policy implementation and administration
- Vendor management and/or contract negotiation experience
- Global HR and/or total rewards experience is preferred, but not required

### **Core Competencies**

- Client focused
- Good analytical skills
- Punctual, reliable, strong organizational skills
- Strong interpersonal skills and ability to develop and maintain relationships
- Good communication skills—written and verbal
- Ability to work independently, prioritize and manage multiple projects

**Education & Credentials**

- Bachelor's degree or equivalent
- Worldwide ERC— CRP or GMS professional designation
- SHRM designation or participation is preferred, but not required
- Proficient in Microsoft Word, PowerPoint and Excel

If you are interested in this position and believe you have the required qualifications, including corporate relocation experience and based in Atlanta, please email a copy of your resume/CV along with a cover letter to:

Lisa Burkard, Managing Director  
Spectrum Group Consulting Services, LLC  
LisaBurkard@SpectrumGroupConsulting.com

***Thank you for your consideration of this position!***



