

Global Mobility Manager. Calgary, AB

Our client is a publicly traded organization and a global leader in it's product lines. Their Corporate offices are located in Calgary, Alberta with significant manufacturing and retail facilities across North America and internationally. The corporation is listed on the New York and Toronto Stock Exchanges, with an international workforce of 8,000 commitment and energized individuals across Canada, the US and South America.

Reporting to the Senior Director, Total Rewards, the Global Mobility Manager acts as the principle point of contact for international and cross-business unit assignees, leaders and HR stakeholders, throughout the pre-assignment, on-assignment and post-assignment phases.

Specific responsibilities:

- Develop and implement company guidelines, policies and procedures related to mobile employees (expatriates/inpatriates, cross-business unit, cross-border and in-country relocations).
- Provide in-depth consulting to expatriates, HR Business Partners, hiring managers, and HR departments globally on expatriate assignments from candidate selection to repatriation.
- Proactively analyze and identify mobility issues and keep abreast of market trends in the context of the Business Unit business strategies and priorities and recommend appropriate actions to ensure policies and programs effective support the business.
- Proactively manage mobility assignments, including expatriate assignments and short-term assignments, through open communication with assignees throughout the duration of their assignment. Issues include compensation, tax implications, residency status, work permits, benefits, and expenses. Ensures legislative compliance is maintained.
- Lead and manage the activities of international and cross-business unit assignments, including assignment agreements, relocations, repatriations, assignment cost estimates, expense management, balance sheet calculations, base salary, incentives, benefits, allowances and premiums.
- Develop and manage cross-border and business traveler policies and programs, working closely with tax and legal to ensure legislative compliance.
- Develop and manage relationships with program vendors, including sourcing, cost negotiation, issue resolution, and ensuring high standards of service delivery (including work visas and multi-country tax planning/filings).
- Liaises with Recruitment Services and external counsel on visa requirements for new hires.

- Oversee administration of relocation programs, in conjunction with the Mobility Advisor in the HR Service Center.
- Facilitate succession and career planning related to international and cross-SBU assignees.
- Act as a change agent in supporting a more global, diverse culture.

POSITION QUALIFICATIONS

Bachelor's degree (or equivalent combination of education and experience), combined with a minimum of 10 years of expatriate management and HR generalist experience. CHRP is preferred. Strong analytical and problem solving skills with strong attention to detail and accuracy is a requirement. The successful individual needs to have solid coaching, conflict resolution and relationship management skills, with a demonstrated ability to influence others and deliver on overall business goals. You need to be an excellent communicator, including the ability to write clearly and succinctly in a variety of communication settings and styles, addressing sensitive and confidential employee and company information.

Please submit your resume in Word format immediately to Ora Zabloski at zabloski@shaw.ca or call 403-239-9035.