

Altair Global is searching for a Global Mobility Operations Analyst. What does that look like?

The Operations Analyst is responsible for managing all aspects of incoming data from start to finish, from reviewing the data that is received from clients' authorization forms to providing annual business review reporting back-up for the domestic and international operations teams.

What We Need

We're looking for a stellar individual to join our Global Mobility team in Minnetonka, MN. Do you like working with data, identifying policy trends, and developing solutions? Do you enjoy multi-tasking and a busy day full of variety?

This job involves the following:

- Initiation intake, management and assignment to ops team members
- Exceptions intake, management, and reporting to Ops Director and CS VP
- Help desk ticket submissions and management to support team and ensure compliance to audit requirements
- Partner with client invoicing team to conduct pre-audits of client invoices and to research invoice issues or questions from clients
- Support Business Review reporting – pre-audit and scrubbing of data to go into final business review
- Support Ops Director and CS VP with client ad hoc reporting requests
- Support Ops Director and ops team to provide ongoing data integrity reporting and assist team members with compliance and system updates required
- Provide daily/weekly consultant/associate operational reports to Ops Director and team
- Assist with Workplace document management

What You Have

We're looking for a team member who knows how to think through problems and anticipate client needs. We're looking for someone who *gets* operations workflows and understands global mobility processes.

Read more to see if you fit the criteria.

- 3+ years domestic and/or international relocation experience
- Relationship building sensitivity/skills at multiple levels within client/partner organizations
- Advanced knowledge of various software packages including but not limited to Microsoft products and Outlook. Visio, PowerPoint preferred
- **Advanced working knowledge of Microsoft Excel required** (ability to run pivot tables, manipulate data, create formulas and graphics)
- Effective communication skills, comfortable engaging with team members at all levels within organizations; excellent verbal and written communication skills

Bonus Points If

- You've worked in other roles in the global mobility industry
- You are an Excel wizard

Altair provides a professional and fun work environment with great benefits and competitive salaries. We are an equal opportunity employer.

To Apply go to Altair's careers page:

<https://careers-altairglobal.icims.com/jobs/search?ss=1&hashed=-435680156>