

Puesto de trabajo: STAFF MOBILITY COORDINATOR

Nº de puestos: 1

Lugar: **Bélgica (Gante)**

Fecha: 21/10/2022

PASEK España is a company dedicated, among other things, in the manufacture of refractory materials. For our subsidiary company in Ghent (Belgium) we are looking for a Staff Mobility Coordinator

Perfil del candidato:

- We are looking for a dynamic person, with good communication skills, organized, flexible and people oriented.
- It is mandatory a high level of English and Spanish, knowledge of other languages will be an asset.
- The selected candidate needs to be able to live in Belgium as the entire work will be carried out in Ghent area.

Funciones:

- Accommodation management: ensuring that all the staff is properly accommodated and solving issues that may arise.
- Searching for new accommodation in the Ghent area.
- Fleet of vehicles management: helping with the correct assignment of the vehicles, incident resolution (maintenance, assurances, mechanical failures)
- Contact with local agents in order to provide support to the expatriate staff: medical services, banks, public institutions, purchases.
- Welcoming new members, coordinating their arrival at destination and providing the resources needed for the correct integration to the team.
- Support in the acquisition and management of materials and tools that are necessary for the execution of the project.

Condiciones laborales:

- Temporary contract (Spanish legislation) as expatriate.
- Salary to agree from 20.000 euros gross per year.
- Accommodation and transport included

Interested candidates send CV to coordinador.bel@gmail.com
With copy to eures.franciasuizabenelux@sepe.es