

Relocation & Culture Coordinator

Warsaw, Poland | Full time

Everyone says it, we live it: we are agile!

Can you envision your career at a place where what you do is acknowledged and regarded as important?

Yes? Then keep on reading.

Our aim is to be a fully agile organization and through our methodology we ensure the best test automation services to our clients. Are you up for the challenge?

Yes? Then keep on reading.

Thanks to our flat hierarchy and the short decision paths, we offer our employees a working place where they can have an impact. Due to our agile mindset we are continuously pushing our organization forward by being open minded and by welcoming new ideas and improvements. We are looking for people who love to go the extra mile and will help us achieving our growth plan.

Job Description

Mission: acting as a Relocation & Culture Coordinator taking responsibility for Employees relocation process.

Your daily tasks will require you to:

- Manage Employees relocation process
- Take ownership for end-to-end work permit & visa process
- Cooperate with third-party agency for Residency Cards issuing
- Develop and implement relocation strategy in line with business plan in agile technology environment
- Create Poland adaptation programme
- Organize tours of the city & culture trainings
- Organize travel & accommodation
- Keep all documentation records under maintenance; keep our knowledge base up to date with the process overview
- Ensure all policies and procedures are up to date, strictly followed and legally compliant
- Act as a first point of contact & Source of knowledge for expat colleagues (medical health, accommodation, culture, paperwork)
- Work with others in a collaborative and solution-focused manner to achieve win-win outcomes; Build strong working relationships
- Build & create action plans for improvement for relocation strategy
- Cooperate closely with other departments (HR, legal, delivery, compliance, management)
- Perform other job-related & administrative duties as assigned

Your profile:

- Native Polish & advanced English required
- HR/Relocation Coordinator level experience – must be comfortable working in a fast paced international environment and comfortable speaking to various authorities (+2y experience in Relocation/HR admin/HR assistant role)

- Availability to travel (Wroclaw/Cracow, Serbia)
- Excellent communication skills, handle complex and difficult situations with high diplomacy
- Top-notch organizational skills
- Great attention to detail & thoroughness
- Strong sense of ownership
- Results focused – understands what is important to Employees, committed to achieving goals
- Persistence, patience & can-do attitude – goes a long way! 😊
- Ability to work to deadlines and adapt to changing conditions – acting in advance, prepared for various scenarios

What we Offer:

- Unique & exciting experience of being first Relocation & Culture Coordinator at Sixsentix Poland with support of local management
- Knowledge sharing
- Personal & professional development
- Innovative culture, recognition
- Flexible and open working atmosphere
- High IT infrastructure standards
- Home office flexibility/remote working upon agreement with your superior
- Benefits package
- Having an actual impact & making a difference 😊

We look forward to receiving your electronic application (CV, reference letters, etc.) by email to careers.pl@sixsentix.com. Find more information about Sixsentix on www.sixsentix.com

