

## Sr. Manager, Mobility Job Description

### General Summary:

The Mobility Manager will design and deliver a strategic approach to managing mobility, expat, and relocation programs around the world. They will ensure effective and responsive delivery of mobility support and services. They will design programs, policies and processes that will allow Qualcomm to deliver in a consistent way that still meets the needs of various geographies. They will serve as a member of the Total Rewards team. This position can be located anywhere in the US.

### Minimum Qualifications:

Bachelor's degree or equivalent.

5+ years of mobility work experience.

### **PREFERRED REQUIREMENTS:**

Bachelor's Degree or equivalent in Business, Human Resources, Psychology, Humanities, or related field.

8+ years of global mobility and immigration-related work experience

1+ years of leading projects/people experience

2+ years of experience managing programs across globally distributed cross-functional teams

Experience modernizing a corporate mobility function, including enhanced systems integration

Experience with executing and managing immigration assessments and applications

Mobility/immigration/relocation experience on in-house and in a consultancy or with a vendor

Be a proactive self-starter with an analytical and data driven approach; with the ability to improve and optimize systems and processes.

Have a demonstrable knowledge of package review, international payroll, year-end reporting, expatriate tax, trailing liabilities, cost projection processes and vendor management.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Develop, implement, and execute mobility programs, policies, and procedures
- Architect the mobility experience from start to finish of an employee move or immigration process
- Partner with HRBPs, managers and business leaders to promote and drive usage of mobility programs
- Develop solutions; analyze unique assignment situations and provide timely, cost-effective solutions, while maintaining consistency, adhering to policy guidelines
- Optimize approach by balancing employee experience with business affordability
- Assess mobility compliance-related matters and provide advice as needed to business partners and vendors
- Provide guidance on program updates and education for the other Qualcomm stakeholders and operations teams
- Work closely with HR leadership to create and communicate internal guidance, resources, checklists etc.
- Partner with People Solutions team and/or 3rd party vendors to ensure effective daily administration of mobility related tasks
- Partner with stakeholders to triage exception requests and escalations
- Support mobility matters/considerations related to mergers and acquisitions and RIFs

- Monitor key data from relocation, tax, and immigration providers, along with assignee and traveler surveys; identify potential trends and offer cost effective solutions to drive efficiency and effectiveness
- Monitor mobility vendor landscape and oversee selection and ongoing performance of Qualcomm's mobility vendors
- Report to leadership on program activity, performance and cost
- Attendance in calls across multiple time zones

**REQUIRED COMPETENCIES:** *(All competencies below are required upon entry)*

- Analytical Skills - The ability to collect information and identify fundamental patterns/trends in data. This includes the ability to gather, integrate, and interpret information from several sources.
- Building Trusting Relationships - The ability to build trusting, collaborative relationships, and rapport with different types of people and businesses. This includes delivering on commitments and maintaining confidential information, as well as being approachable, and relating well to people regardless of personality or background.
- Communication - The ability to convey information clearly and accurately, as well as to choose the most effective method of delivery (e.g., email, phone, face-to-face) for technical and non-technical information.
- Creating the New and Different - The ability to be creative. This includes the ability to produce breakthrough ideas, being a visionary, managing innovation, having broad interests and knowledge, and gaining support in order to translate new ideas into solutions.
- Decision Making - The ability to make quick, accurate decisions. This includes the ability to weigh alternatives and take into account the impact of the decisions on people, equipment, or other resources.
- Getting Work Done - The ability to be organized, resourceful, and planful. This includes the ability to leverage available resources to get things done and lay out tasks in sufficient detail. This also includes the ability to work on multiple tasks at once without losing track and foresee and plan around obstacles.
- Mentoring and Coaching - The ability to develop, coach, and mentor others. This includes the ability to advise, provide development and network opportunities, and help others achieve performance goals.
- Technical Knowledge - Knowledge of Qualcomm or industry standard HR policies, guidelines, and procedures and expertise of Global Mobility (e.g., immigration, relocation and tax) to design and implement Mobility programs and solutions. This includes knowledge of industry, state and federal laws to enable Mobility programs that add business value.

Pay range:

\$140,000.00 - \$210,000.00