

PERSONNEL LOGISTICS OPERATOR

TO APPLY FOR THIS POSITION YOU ARE REQUIRED TO HAVE A RELEVANT EXPERIENCE AS LOGISTIC OPERATOR IN MULTINATIONAL COMPANIES OR IN TRAVEL AGENCIES.

CVs without the mentioned requirements will not be taken in consideration.

Application to be submitted using the contact form in career page - Position code to be used as email subject: **LGH-IT-PLO-2019**

Role Purpose:

To ensure the best possible personnel logistics, according to the projects schedule, timing and budget.

Main Responsibilities and Activities:

- Organize and coordinate travel arrangements for all Company's workers (employees, freelancers) according to the Company's travel policy and Corporate Regulation, and according to Project Manager's instructions when projects are on-going
- Maintain contacts with travel agencies, vectors, etc.
- Obtain visas for all Company's workers requiring letters of invitation
- Prepare letters of invitation for non-Schengen people visiting the Company
- Report to Project Manager possible troubles in the logistic plan development
- Maintain and upload up-to-date passports into the Company's HRMS

Minimum Requirements:

- At least 5 years working experience as Personnel logistics Operator in Multinational Companies or Travel Agencies
- High school diploma and/or degree in foreign languages
- Strong/excellent organization and communication skills
- Advanced English speaking, writing, reading, listening skills

Desired Technical/Management Skills and Attitudes:

- Microsoft Office Package good usage
- Amadeus e-Travel Management System good usage
- Strong/excellent communication, organization and interpersonal skills
- Ability to work effectively in a multi-national and multi-cultural work environment
- Problem solving
- Adaptability and Flexibility
- Ability to work under stress

Kind of contract (fixed term or indefinite period of time) and classification (level and remuneration) will be defined during the final interview. The ideal candidate lives preferably in Bologna or nearby the office. The research is extended to both sexes (Law 903/77) and it is urgent.

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