

Technology is driving change at unprecedented scale.

Today's top organizations are constantly seeking an edge to stay competitive, win new markets and create shareholder value. And with an influx of new digital innovations permeating our world at a rapid pace, we realize the task for today's business leaders is as great of a challenge as ever.

Join our Global Mobility team in Zurich / Switzerland.

The Global Mobility team supports our consultants in their international project assignments regarding tax relevant issues, work permits and visa documents. If you have a broad knowledge in various Global Mobility topics and a proactive and pragmatic mind-set, you could be the right fit for the role as

Global Mobility Specialist (m/f)

Your responsibilities

- Supporting international assignments considering all legal aspects of employment, tax and social security
- Handling applications for work permits and immigration compliance globally
- Advise on compliance risk for new project and/or country set-up in close cooperation with the corporate tax and immigration team of Infosys and the global tax provider
- Check and ensure proper insurance coverage for all assignees globally
- Data gathering and coordination of monthly shadow payroll
- Ensure tax compliance in cooperation with our external tax advisors by gathering tax relevant data and preparing appropriate forms and statements
- Liaising with line management and other internal HR functions as well as with external stakeholders (authorities, tax advisors, relocation service provider etc.)
- Responsible for the data input and maintenance into various systems (e.g. Equus Assignment Pro), issuing assignment letters and general correspondence

Your qualifications

- 3+ years of professional experience in a similar inhouse Global Mobility role, experience in a Professional Services Company (Consulting, Big4) is considered as a plus
- Knowledge in cross-border tax and associated issues (tax equalization, withholding tax etc.)
- Experience in handling applications for international work permits, deeper understanding of Social Security regulations
- Ideally Knowledge in Payroll (Shadow Payroll)
- Profound knowledge of MS Offices tools, especially Excel (Pivot, formulas)
- Good interpersonal and communication skills, proactive workstyle and highly reliable

We offer you a great opportunity within a dynamically growing consultancy. You will discover a truly global culture, highly dedicated and motivated colleagues, a cooperative work environment and interesting training opportunities. Innovative in your approach always thinking ahead – we love proactive self-starters and we want you to come in, work your magic and bring in fresh ideas for us to work on. Does this sound like you? We are looking forward to receive your application via www.infosys.com/consulting/careers/

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