



Job Location: Poland, Technology Communication and Engagement Coordinator

Key Responsibilities:

- Own EMEA Technology communication plan and coordinate communication calendar with EMEA leadership team
- Create content for EMEA GT and Business executive communications
- Provide support for team townhalls and offsites
- Provide support with executive presentations to EMEA GT Leadership
- Provide input and manage team engagement action plan
- Coordinates definition and tracking of EMEA GT goals and objectives
- Actively promote and manage MetLife Recognition Programs for EMEA GT
- Coordinate EMEA GT workforce tracking
- Manage EMEA GT leadership team action Kanban
- Represents EMEA in the Global GT Chief of Staff weekly forum

Essential Business Experience and Technical Skills:

Required:

- Bachelor's or Master's Degree in Computer Science, Business Administration, or other related field, or equivalent work experience
- 5+ years of IT and business/industry work experience
- Possess extensive knowledge and expertise in the communication management practices and techniques

Preferred:

- Excellent Executive communication and presentation skills (English)
- Highly proficient in data manipulation (MS Excel) and presentation (MS PowerPoint)
- Fluent in written and spoken English (formal)
- 3 years supervisory or team lead experience

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