Corvinus University of Budapest
MBA Center

Financial and Legal Process Coordinator

We are looking for a result-oriented, proactive colleague in our team for a full-time job as coordinator for the MBA Programs of the Corvinus University of Budapest. You will be responsible to the Dean of Postgraduate and Executive Programs.

You will be a member of a young, ambitious, internationally embedded team, and work in a complex, challenging environment. We will provide competitive salary.

Working hours correspond with our programs, running on a Monday-Friday and Thursday-Sunday basis, and a level of flexibility will be expected in how work hours are scheduled. Some evenings and weekends may be required (based on program schedule and needs), as discussed and planned together within the team of Program Coordinators.

You will be working with

- Coordinators working at financial and legal department of CUB
- Highly international group of students with 3+ years of business experience
- Professors of CUB and other leading international universities
- Visiting business leaders, alumni business practitioners and experts
- Visiting student groups
- MBA Program Directors
- A team of MBA program coordinator

Essential Duties and responsibilities

- Managing non-program related issues
- Collaboration with internal university partner department and external partners
- Preparation and management of contracts with professors, students and business partners
- Supporting international travel (e.g. organizing accommodation, visa, etc.)
- Coordinating with Corvinus University of Budapest financial and legal department
- Responsible for keeping contact with business partners and vendors
- Supporting application and enrollment process
- Supporting the journey of students throughout the complete MBA program,
- Consulting students about their individual requests
- Supporting professors, course leaders and visiting business practitioners with assistance, learning materials and administration
Required competencies and qualifications

- Bachelor’s degree in appropriate field
- Expertise with financial and legal processes
- Excellent verbal & written communication skills in Hungarian and English.
- Strong attention to details and problem solving ability
- Ability to prioritize, manage several tasks/projects simultaneously required.
- Strong team-worker, results and service orientation, cooperative attitude towards colleagues
- Advanced skills with the Microsoft office suite products.
- Ability and eagerness to learn information systems of the university

Advantage:

- At least one year related work experience in academic environment
- Proven experience with international and/or MBA students, or working in an international environment with people
- Knowledge of Neptun and Poseidon systems
- Knowledge of quantitative and/or qualitative data analysis softwares

Documents which you have to submit:

- Motivation letter
- A CV in Hungarian and English
- the copies of the qualification certificates
- A statement that you are not penalty or prohibition of employment
- Any other document, which you consider relevant

Apply for the following e-mail address: human@uni-corvinus.hu

Other Information:

- We can accept only those applications, which are meet the expectations.
- Please indicate the following reference number in your letter. (BM/579/2020)
- If your documents are over 15MB please submit your application in multiple letters.
- Please indicate your official name in your application (according to an ID card, passport etc.). Send your documents us in Word format except for your qualifications and declarations, which you can submit in PDF format.
- At the end of the application process, your documents will be deleted from our database within 10 days.
- You can receive further information about the job advertisement from Kozma Miklós associate professor 061-482-5422.