



PR/115385 | Senior Immigration Consultant

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1504082

Industry

Other

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 10:38

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Our client is an international relocation services provider.

Job Description: Immigration Consultant

Key Responsibilities:

- **Immigration Advisory:** Provide professional, timely, and accurate immigration advice to clients regarding visa options and related immigration issues to ensure compliance. Collaborate directly with client stakeholders on project onboarding concerning visa and work permit processes.
- **End-to-End Service Delivery:** Deliver comprehensive services for securing work/residence authorizations for corporate clients, including BOI companies, limited companies, representative offices, and branch offices.
- **Application Management:** Oversee and manage 50 to 100 immigration applications monthly, with supervision of 150 to 200 active assignees during peak periods.

- • **Client Communication:** Lead weekly calls with overseas client stakeholders, providing updates on case status in Thailand and addressing any immigration-related queries.
- • **Team Leadership:** Provide guidance and oversight to other consultants within the team, ensuring that work progresses according to client needs and standards.
- • **Case Management:** Maintain and regularly update a live case status report to ensure efficient caseload management.
- • **Client Relationship Management:** Develop and maintain strong relationships with major clients, acting as the primary point of contact for all immigration matters.
- • **Government Liaison:** Interact with government authorities, including the Immigration Bureau, Department of Employment, and Revenue Department, to resolve immigration-related issues.
- • **Content Development:** Author and review immigration-related articles before they are published online, ensuring accuracy and compliance with current regulations.

Requirements and Skills:

- Strong English proficiency, both written and verbal (ability to lead weekly client calls in English).
- At least 5 years of relevant experience in various immigration categories, including Non-BOI, BOI, and IEAT.
- Experience in managing the team.

Interested candidate, please submit your most recent resume in English (Word format) by simply clicking "APPLY NOW"

Company Description