



PR/158063 | Senior Immigration Admin Executive

募集職種

人材紹介会社

ジェイエイシーリクルートメントマレーシア

求人ID

1505255

業種

その他

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2024年11月19日 11:34

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

ABOUT THE JOB

You will be responsible for facilitating documentation work and client servicing by being the point of contact, ensuring the delivery of high-quality service

JOB RESPONSIBILITIES

- Oversee immigration applications, including those for country Citizenship and other related processes.
- Collaborate closely with clients to ensure all necessary documents are prepared and submitted.
- Provide clients with accurate documentation advice and guidance based on a thorough understanding of regulations and policies.
- Craft cover letters that effectively present clients' backgrounds and profiles.

- Maintain high accuracy in all applications submitted to government authorities.
- Deliver exceptional customer service and uphold high standards of service quality.
- Address clients' queries and complete formalities during and after submission within the company's response time.
- Keep tracking sheets updated and organized in a timely manner.

JOB REQUIREMENTS

- Minimum Diploma qualifications in any related field (Hospitality, Mass communication)
- Strong verbal communication skills in English and Mandarin
- Preferably prior experience in customer service/ client servicing role
- Detailed oriented and good organization skills
- Ability to meet deadlines and handle large volume of digital documents

BENEFITS

- Remote work based in Malaysia
- Career growth opportunity
- Allowances

#LI-JACMY

#Statekl

会社説明