

Corporate Immigration Consultant (Senior) - Belgium

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Company: JAM Recruitment

Location: Belgium

Category: computer-and-mathematical

Corporate Immigration Consultant (Senior) - Belgium

Job Type: Permanent

Location Belgium- remote/hybrid working options available

Salary €Negotiable + Bonus + Benefits

The successful candidate will be responsible for delivering immigration advice and processing for a number of corporate clients. The focus of your role will be managing a range of corporate immigration applications. As part of your client service you will also be expected to coordinate and facilitate clients' other international instructions together with the wider team.

The Role

The successful candidate will be responsible for but not limited to the following:

- * Provide advice & guidance to corporate clients regarding corporate immigration and the associated issues.
- * Strong case management skills - able to manage and coordinate your own volume caseload and demonstrate experience of high profile client account management.
- * Ensuring the case progress and documents are updated on a regular basis on the case management tool.
- * Familiarity with a process-driven approach to account management, working to KPIs and reporting to clients in respect of key metrics.

The Person

- * Previous experience of corporate immigration
- * Confidence liaising regularly with clients of all levels
- * Excellent communication and customer services skills
- * A bachelor degree, or equivalent
- * Excellent time management and prioritisation skills - able to multi-task in a fast paced environment.
- * Strong communication and drafting skills.
- * Excellent analytical and problem-solving skills with attention to detail vital.
- * Able to conduct research independently.
- * Able to think and act independently with professionalism, discretion and confidentiality.
- * Excellent customer and client relationship skills, meeting highest standards of service.
- * Ensure client expectations and issues are understood, developing collaborative relationships.
- * Be a team player. Participate in and facilitate team environment.
- * Familiarity with financial control of client accounts and time recording for example.
- * Ensure fees are collected in a timely manner, following up with clients as necessary.
- * Good IT-user skills.
- * Able to deliver to budget, working consciously to achieve team and individual objectives.
- * Demonstrates a commitment to change where relevant.
- * Maintain and apply an up-to-date knowledge of the firm's risk management policies and operational procedures.
- * Promotes the firm's values and beliefs, demonstrating integrity and maintaining an ethical stance, using flexibility and tact to express views as necessary.
- * Familiarity with related professional services (Global Mobility - Relocation, Expat Tax, Payroll) - desirable.

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