

JOB DESCRIPTION

Position: Visas & Migration Assistant

This role requires working under the guidance of a Registered Migration Agent, within the immigration unit. It involves providing administrative support and assistance in the visa and migration process.

RESPONSIBILITIES

1. Document Preparation

- Assist clients in gathering and organizing required documents for visa applications
- Ensure all documentation meets the specific requirements of immigration authorities

2. Application Submission

- Complete and submit visa applications on behalf of clients, ensuring accuracy and compliance with immigration regulations
- Track the progress of applications and provide regular updates to clients

3. Client Interaction

- Communicate with clients to collect necessary information, provide updates, and address inquiries related to the visa application process
- Schedule and coordinate client appointments or meetings

4. Database Management

- Maintain and update client information in databases or case management systems
- Track deadlines, follow-up dates, and other important milestones in the application process

5. Research

- Stay informed about changes in immigration laws, policies, and procedures
- Conduct research on visa requirements for different countries

6. Administrative Support

- Provide administrative support to Registered Migration Agent, including managing schedules, handling phone calls, and responding to emails
- Prepare reports, presentations, and other documents as needed

7. Follow-Up

- Follow up with immigration authorities to track the status of applications and address any issues or delays
- Coordinate with relevant agencies to obtain additional information if required

8. Client Education

- Assist in educating clients about the visa and migration process, including explaining requirements and timelines
- Provide information on cultural and legal aspects of the destination country

HOW TO APPLY?

- Email Your Resume To: hr@sivavisa.com
- Alternatively, you can also Whatsapp To: +91 99490 02780