

Relocation company, part of a US financial group, based in Paris suburbs (78) is looking for an Immigration manager.

Role:

- To initiate, organise, schedule and successfully complete operational missions relating to Immigration
- Delegate as appropriate
- Maintain close contact with International Assignment (IA) team throughout mission
- Build up and manage relationship with clients (HR) – feedback and follow up
- In liaison with Operations Manager, build up and maintain relationship with immigration authorities
- Ensure that information on Third Parties, IAs and Clients is up to date

Cross-functional actions:

- Work with Account Managers to provide appropriate information exchange
- Work with Finance Director to ensure correct invoicing
- Work with Business Development to initiate new clients and to consolidate existing clients
 - Participate at Client meetings
 - Propose new business opportunities
- Work with Operational Assistant to ensure an accurate and up-to-date archiving system.
- Work with Quality Leader to
 - Record and act on non-conformities and customer claims
 - Suggest corrective and preventive actions

Profile:

- Fluent French and English
- Experience and knowledge of immigration procedures
- Team Management experience
- Rigour and methods
- Strong communication skills (oral and written)

Salary:

Negotiable according to experience + company benefits