

Assistant Immigration Manager

In this role the successful candidate will be responsible for the management and administration of Conyers's immigration policy and services, reporting to our Client Immigration Manager.

In this role you will regularly interact with new and existing employees to apply policies, and explain how these fit within the individual's particular circumstances. In addition, you'll participate in ongoing immigration initiatives and special projects.

What Will You Do

- Manage the administration relating to client and employee work permits, status applications, permanent residency applications, naturalization applications, etc. and support overseas candidates and prospective joiners regarding their immigration application process
- Responsible for managing the Client Immigration Generalist in support of client and employee immigration services
- Act as a first point of contact for immigration queries from clients, candidates and employees; apply immigration knowledge to resolve queries, demonstrating a solutions-based approach to more complex situations and escalate as needed
- Provide consultation services to address potential client interest, including suitability under Bermuda Immigration policy
- Present and market immigration services, with internal stakeholders, to current and potential clients
- Establish and maintain current client and potential client relationships
- Liaise with internal employees to coordinate work permit renewals or changes in application status during service; this includes regular reporting on work permit expiry dates and or employee data changes and the management of associated correspondence
- Identify and manage immigration issues and policy and recommend appropriate resolutions
- Coordinate with external resources and internal resources to address questions and/or resolve issues
- Utilize a strong working knowledge of immigration policies and procedures to recommend improvements to internal workflow and process
- Keep abreast of current immigration legislation, ensure compliance with the Firm's policies, best HR practice and employment legislation related to immigration

What You'll Need

- Extensive knowledge of Bermuda Immigration, policies, processes and procedure and experience essential
- Demonstrate ability to understand and apply legislation and policy
- Excellent communication skills, including the ability to produce clear, concise and comprehensive drafting
- Ability to build and maintain positive productive working relationships
- Tactful with the ability to demonstrate diplomacy and sensitivity to others when handling complex and confidential issues
- Excellent organizational and time management skills
- Ability to work both independently and within teams
- Ability to coordinate activities and initiatives with competing deadlines
- Knowledge and experience using Microsoft Office applications to include Word and Excel

Resumes with references may be submitted in complete confidence to:

HR Department, Conyers Dill & Pearman

P.O. Box HM 666, Hamilton, HM CX

Tel: (441) 295-1422 | Fax: (441) 292-3134

Email: careers@conyers.com

Closing date: August 26, 2022