

Immigration Specialist

In this role the successful candidate will report to the Client Immigration Team to support human resources, key internal stakeholders and external clients on immigration matters as it relates to the administration of and overseeing of work permit and status applications, to researching and answering immigration questions as they arise.

Key Job Responsibilities

Internal Immigration Services

- Manage the administration relating to employee work permits and support overseas candidates and prospective joiners regarding their immigration application process
- 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
- Perform other related duties as required and assigned by the Assistant Immigration Manager
- Participate in ongoing immigration initiatives and special projects as required

Client Services

- Act as a first point of contact for immigration queries and applications for our clients (inclusive of internal employee work permit holders)
- 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
- Identify and resolve client concerns

Key Job Requirements

- Extensive knowledge of Bermuda Immigration policies, process 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 written correspondence with keen attention to detail in all activity
- 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
- Strong organizational and time management skills; ability to coordinate activities and initiatives with competing deadlines
- Ability to work both independently and within teams
- Strong computer skills (proficient knowledge of MS Word, Excel and Outlook)

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: February 3, 2023