

United Arab Emirates Jobs Expertini®

Immigration Consultant Jobs in Dubai | Amazon Careers

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JobsClick HereJob Responsibilities:Provide written and verbal UAE immigration advice to Amazon employees, HR, recruitment and other business stakeholders.

Plan and keep track of all tasks required as part of an immigration process (“case”).

Coordinate with colleagues for submission of applications, collection of documents post approval and liaison with government officials.

Update immigration application progress in the immigration case management system in order to facilitate timely updates and reporting to the employee, recruiters etc.

Coordinate the collection of documents and draft application materials including forms and letters for review and signature by the required stakeholders.Job Requirements:3 -5 years of hands-on UAE corporate immigration experience.

Excellent written and verbal communication skills.

Ability to adapt and thrive in a fast-paced, growing environment with changing circumstances, direction, and strategy.#J-18808-Ljbffr

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