

## Operations Manager Jobs In Dubai UAE | Black & Grey

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Operations Manager Jobs In Dubai UAE | Black & Grey

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Black & Grey HR is currently hiring for an Immigration Consultancy in Dubai, UAE. Our client seeks a skilled Operations Executive with expertise in Eastern Europe and other countries to join their team. The ideal candidate will be responsible for managing all aspects of immigration casework, providing strategic legal advice, overseeing staff, and ensuring smooth operations within the immigration process.

Responsibilities:

- Conduct thorough assessments of client profiles to determine eligibility for various immigration programs and visas.
- Provide accurate and up-to-date information on immigration laws, policies, procedures, and requirements to clients.
- Assist clients in preparing and completing immigration application forms, supporting documents, and necessary paperwork.
- Review client submissions to ensure accuracy, completeness, and compliance with immigration regulations.
- Liaise with government authorities, embassies, and consulates on behalf of clients to facilitate application processing.

Requirements:

- Minimum of 3 years of experience in the immigration sector.
- Proven experience in immigration casework and operations management.

– Strong knowledge of immigration laws, regulations, and procedures.

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