



VACANCY

RELOCATION & IMMIGRATION SPECIALIST

JOB OVERVIEW

The “Relocation & Immigration Specialist” (RIS) whose background and passion align well with human resources organizations and is focused on managing concurrent communications and employee contacts. The Relocation & Immigration Specialist is required to perform local visa applications administration for inbound and outbound candidates of our clients and will be responsible for evaluating and improving the immigration processes to achieve operational objectives, maintain controls, assist customers, and ensure compliance with legal and business requirements as well as effectively manage relationships with employees and business partners.

The Relocation & Immigration Specialist will ensure correct and timely provision of visa and work permit applications for candidates and ensure compliance concerning processing and legislation for country-specific requirements. The Relocation & Immigration Specialist will assist clients with completing documentation and acquiring all permits needed to facilitate their move to Guyana.

ABOUT THE ROLE

- Ensure corporate immigration and relocation programmes, policies, and procedures are followed and in compliance with government legislation and regulations
- Develop, implement, and maintain practices, policies, and procedures that best suit our current immigration needs
- Serve as point of contact for all immigration and relocation matters globally
- Partner with Recruiting, Payroll, Tax, Legal, and benefits teams on employee's immigration and relocation matters
- Advise managers, recruiters, and business teams to set expectations on recommended practices, process, and timelines; and provide excellent customer service to employees in responding to their questions, queries
- Provide oversight for global immigration and relocation vendors
- Perform visa and immigration assessments for foreign national candidates and employees
- Prepare immigration status and cost forecast reports for partners/clients
- Prepare and submit visa, travel, work-permit, and employment verification to the relevant government ministry/department and retrieve same and notify the client

- Work with clients/vendors and recruiters to provide consultation and cost estimates for new hires and international moves regarding immigration and tax matters and to ensure a smooth relocation experience
- May oversee other projects that are part of the team's initiatives internal clients with a focus on quality and efficiency
- Find neighborhoods, residences, for the client and recommend and schools/university according to their needs and priorities,
- Arrange a variety of aspects of the move on behalf of the client and responds to all questions posed by the client with regards to the relocation process
- Responsible for immigration and settle-in processes for talent relocating to Guyana
- Responsible for immigration-related procedures for clients hiring international talent in Guyana
- Prepare immigration documentation and follow up promptly
- Build and maintain relocation processes and guidelines
- Support international talent after the relocation process
- Take the initiative on immigration and settle-in-related projects & activities.

SKILLS REQUIRED

At least 5 years' experience and Knowledge in relocation and immigration processes & procedures. Understanding of relevant country legislations immigration, social insurance, and contractual legislation, etc.

QUALIFICATIONS

- Bachelor's Degree (BSc, BA) Master's Degree (MBA/MSc) in HR Management, Logistics, Project Management, Business Management or related field/discipline
- 3-5 years as a Relocation, Immigration Specialist/Coordinator, or related field
- Ability to conduct a consultative conversation with customers who request information via inbound inquiries (no outbound cold calling required)
- Ability to communicate professionally in writing and verbally
- Ability to multi-task and prioritize project goals and deadlines
- Ability to provide a high level of customer service in a high-pressure environment
- Excellent work ethic and ability to meet goals and results.

APPLY

Send Application and CV/Resume via email to jobs@greenstateoilandgas.com Only qualified candidates will be contacted.