



Senior Immigration Analyst

About us:

Fragomen is the world's leading exclusive provider of immigration services. With more than 50 offices worldwide, we provide immigration services in more than 170 countries. For over 60 years, we have provided strategic immigration advice to a diverse range of clients from individuals to the world's leading multinational corporations. With over 4,500 employees in more than 50 offices, you will be joining a truly global firm where providing exceptional client service is at the core of what we do.

Fragomen's professionals are respected thought leaders in the immigration field providing expertise to governments across the world including the US Congress, the UK Parliament, the European Union and the United Nations.

A career at Fragomen will provide you with the opportunity to work in an exciting environment for a broad range of clients, where no two days will be the same. You will face interesting challenges and you will work with dedicated, friendly and ambitious people. We are extremely proud of our diverse workforce at Fragomen and we are fully committed to providing equal opportunities. We believe that our differences make us stronger.

About Fragomen Ireland:

Fragomen in Dublin is an immigration consultancy with an enthusiastic team of professionals with extensive experience in Irish immigration and best practices. We provide the full suite of Irish immigration support to some of the biggest employers in the country and the world across multiple industries.

The Ireland office has a great team full of dynamic individuals all from different backgrounds with some of the best in the business when it comes to Immigration. From lunching together to painting activities and monthly treats you will always feel part of the family here.

About the role:

Our Senior Immigration Analysts will be given the unique opportunity to work closely with major national and global clients on a day-to-day basis. This is a fantastic chance to be part of a growing local office within an international firm with significant career progression opportunities both here and abroad!

The Senior Analyst will provide administrative support to the Manager and Consultants in their team. They will also provide some client facing support under the supervision of their Manager for a range of international and Irish clients.

Responsibilities include:

Administrative/Team Support

- Supports Consultants and Senior Consultants with all aspects of case management
- Ad hoc admin projects
- Assigns tasks to Coordinators' team
- Assists the team with general billing duties
- Monitors drop boxes
- Manages incoming and outgoing post for the team
- Assists the team with file and task management
- Provides reliable and effective support during team members' absences

Immigration Case Work

- Manages straightforward cases under supervision
- Drafts applications when needed

Client Support

- Client contact limited to straightforward matters
- Monitors client drop boxes
- Communicates with assignees regarding certain procedural and case issues
- Uses a high level of attention to detail at every step to ensure correspondence is clear, concise, and appropriate to the audience, keeping in mind client style;

About You

We are looking for highly organised and proactive people with excellent communication skills. You will ideally have previous experience in an administrative or customer facing role and be comfortable working in an office environment.

Also Required:

- Strong interest in immigration, as well as the desire to pursue a career within this field
- Ability to work flexibly and accurately in a fast paced environment
- Uses communication skills to influence and achieve objective
- Demonstrates exceptional planning and time management skills with an ability to multi-task.
- Able to act under instruction with limited supervision
- Able to plan workload, meet deadlines and priorities
- Ensures work completed is accurate, to a high quality and follows standard layouts
- Completes tasks within agreed time-frames and in line with expectations
- Completes the minimum number of tasks per day in line with set targets
- Implements effective processes to manage workflow and meet deadlines
- Demonstrates proficiency in word processing, Internet and email systems

Fragomen is committed to promoting diversity, inclusion and equal opportunity for all employees and applicants, regardless of race, ethnicity, heritage, gender, age, religion, disability, sexual orientation, gender identity or intersex status.

If we can make any accommodations to enable us to see the best version of you during the recruitment process and/or in how you carry out your role in Fragomen, please let us know.

To apply for this role and for further information, email Alison O'Kelly, HR Manager - aokelly@fragomen.com