

Intern/ trainee needed for Immigration and visa Consultant Company

Beaumont Park Associates Ltd is a visa and immigration consultancy company that is located in Central London near to Trafalgar square. We are registered by the Office of the Immigration services Commissioner (OISC) providing immigration advice and services in all kinds of UK visas; Nationality and Citizenship; EU and EEA immigration law.

We are currently looking for a Japanese native speaker as an intern or trainee for the position of immigration advisor for an initial 3 months period and have opportunity to enter a permanent employment. An ideal candidate will need to have the following qualifications:

1. A good UK degree result (2:1)
2. Good communication skills
3. Native Japanese speaker with good speaking and written English as well
4. Be interested in this industry
5. Good time management skill
6. Learn fast and have self-learning ability
7. Have patient, careful and mature personality
8. Have basic office software skills such as word, excel
9. Have good organisational and administrative skills
10. A law degree if preferable but not essential, other majored candidates are welcome.
11. Valid at least 6 months visa (work should be permitted) though the company will sponsor a Tier 2 visa in the future if the candidate gained a permanent contract with the company

During the intern, you work will be as follows:

1. Work as a legal assistant to help the senior advisors working on the applications
2. Be trained with the current UK immigration rules; policies and related knowledge
3. Be trained with the case management, application procedures; customer faced and telephone consultant skills
4. regular administrative jobs
5. Service promotion
6. With regular working hours 9:30am – 5:30pm Monday to Friday

You will gain from the intern:

1. Free training on professional knowledge and skills of UK immigration and visa rules
2. How to communicate and deal with clients and UK border Agency
3. Administrative skills and marketing skills
4. By shadowing more experienced staff, you'll learn on the job and pick up valuable knowledge to help you on your career path.

Opportunities:

After you complete intern with us, your work will be reviewed. A satisfied candidate has high chance to get a permanent position as an Immigration advisor with our company.

1. You will be paid a competitive annual salary package (Basic + commission).
2. Day to day in house trainings during the work
3. Professional Trainings courses at training organizations will be provided by the company each year
4. Fast promotion system to manager level
5. Growing salary and commission system each year
6. 20 days paid holiday each year

Please send your CV to management@beaumontparkassociates.com if you are interested in this position. You will be contacted by us and be arranged an interview within 2 weeks of us receiving your CV. English CV and Covering letter needed.