

IMD SOLICITORS

JOB POST

<u>Job Title:</u>	Immigration Solicitor - consultant
<u>Job Location:</u>	Remote working
<u>Job type:</u>	Consultancy
<u>Working hours:</u>	Flexible hours
<u>Salary:</u>	Competitive rates

Overview of the Company

IMD Solicitors is an expanding, full service law firm that is leading the way in the provision of legal services to multicultural communities and businesses throughout England and Wales and wants to compete with Top100 law firms in the UK.

We offer an enjoyable and rewarding working environment and a very friendly team. We are committed to our staff and recognise the importance of the continued development; in fact even one of our core values is "above all, in everything we do, WE CARE". We want to attract and retain top talent and consistently develop the best lawyers and leaders in the business.

We pride ourselves on providing outstanding client care and excellent quality legal services whilst recognising the importance of communication in our clients' native languages and without legal jargon.

Role purpose

To develop and grow our private immigration department, to deal with all types of immigration applications, British citizenship, family and business visas/ permits, employer/sponsor licences and provide highest level of service to our clients.

Key Responsibilities

Assistance in conversion of new immigration queries in line with current legislation
Independent dealing with new clients' matters with the firm's support
Providing excellent advice and representation on a broad range of immigration issues
Drafting application forms, representations
Ability to handle files independently

Key requirements (skills, qualifications, experience)

Immigration experience with strong knowledge and understanding of all types of UK business immigration routes, work permits/family visas
Previous experience in private immigration department
Self motivated with a can do attitude
Ability to work under pressure and manage deadlines

