

## **Immigration Consulting**

### **What we are looking for:**

- Licensed Immigration consultant (ICCRC)
- 2+ years of immigration experience
- Excellent communication skills with a flair for writing (French – English and a third language)
- Great energy and a positive attitude
- A multi-tasker to meet tight deadlines and handle pressure.
- An organized and detail oriented individual as you will be working with sensitive cases.
- Experience working in sales (asset)
- Experience in Microsoft Office (Excel, Word) and proficient with PC computer

### **Responsibilities**

- Advising clients on their application and the relevant immigration laws regarding their situation;
- Plan and prepare submissions for immigration applications, including but not restricted to Temporary Residence, Permanent Residence, Family Sponsorship, Citizenship applications and so on;
- Manage client records and documents based on the guidelines of the IRCC
- Follow timeline strictly, and interviewing potential clients to determine which services they need and evaluate client information and documents accurately;
- Analyzing facts and regulations to decide the most suitable application and process;
- Ensure that the company complies with all the processes and policies as per the IRCC and the ICCRC;
- Keeping up-to-date with updates in immigration laws, regulations and processes;
- Communicating updates on immigration process to clients;
- Following up with clients to double-check timely completion of their files, and reviewing forms and documents provided by clients and providing feedback;

### **Job Duties:**

- Have the ability to conduct in-person or remote consultations to assess client's eligibility;
- Ability to manage relationships and expectations on different levels; to follow internal and Government procedures; to multitask and prioritize; to follow oral and written instructions;
- Good interpersonal skills (approachable, positive, motivated, go-getter attitude) and very detail oriented
  - Learning about company's services and keeping up to date with changes;
  - Communicating courteously with clients via telephone, email, face to face, etc;
  - Establishing strategies to marketing clients



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- Meet company sales target
- Keeping accurate records of discussions or correspondence with clients and/or business partners;
- Utilizing strong coordination efforts to ensure efficient communication and workflow processes between departments, and ongoing support of customer requirements.

**Requirements:**

- Minimum of 1-year related working experience;
- Excellent client relation, negotiation, organization and communication skills;
- Excellent English verbal & written skills;
- Strong analytical and problem-solving capabilities;
- Superior time management and multi-tasking abilities;
- Ability to manage and resolve unusual, stressful circumstances
- Ability to pay attention to detail
- STRONG drafting skills: Submission letters, additional requests
- Ability to work independently AND Team player - you work well with others, have a positive attitude and
- Must be proactive and take initiative
- Timely and effective processing
- Ability to work in a fast-paced, high-volume environment.
- follow instructions with enthusiasm

Please send your resume to [immigration@connexioncanada.ca](mailto:immigration@connexioncanada.ca) or for more details.

**YourTeam International – YourConnexion Service Immigration**

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