

IMD SOLICITORS

JOB DESCRIPTION

<u>Job Title:</u>	Immigration Solicitor / Caseworker Level 3 OISC
<u>Job Location:</u>	London 63 St Mary Axe, London, EC3A 8AA
<u>Job type:</u>	Full-time
<u>Working hours:</u>	Flexible hours; 9:00 - 17:30; Monday till Friday;
<u>Reports to:</u>	Partner
<u>Salary:</u>	£30,000 -£40,000 depending on experience, benefits package

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.

Job purpose

To develop and grow our private immigration department, to deal with all types of immigration applications, British citizenship, EEA Applications, New EU Settlement Scheme applications all types of visas/work permits and provide highest level of service to our clients. There is an opportunity to progress to a managerial role of a Head of Department or Immigration Department Manager in the future.

Key Responsibilities

Acquiring new clients/ provide main point of contact in immigration queries in line with current legislation

Involvement in acquiring clients and generating new service lines

Providing excellent advice and representation on a broad range of immigration issues including EEA applications, all types of visas, instructions from HNW clients

Drafting application forms, representations, grounds of appeal and witness statements

Ability to handle files with minimal supervision

Meeting budgets set for individual billing targets

Efficient time recording

Involvement in business development and promotion of the practice internally and externally

Cross selling of firm services

Key requirements (skills, qualifications, experience)

Immigration experience with strong knowledge and understanding of all types of UK business immigration routes, EEA applications, work permits
Previous experience in private immigration department
Self motivated with a can do attitude
Ability to work under pressure and manage deadlines
Ability to prioritise and deliver the KPI
Strong commercial awareness
Experience in generating work
Ability to understand commercial needs of clients
Managerial experience would be an advantage

Key Results / Objectives

Exceptional level of services provided to clients to achieve excellent clients' satisfaction rates
Achieving own billing and time recording budgets
Delivering fees budgeted for department
Acquiring new clients, repeat business and cross referrals

Signed

Dated