



Job Title:

Visa Specialist (m/f/d)

Job Location:

- Düsseldorf, Germany

Main Responsibilities:

The Visa Specialist is expected to be a bridge between employees and the German government, therefore the team member is responsible for following tasks:

- Provide cross-cultural global mobility support for Chinese expatriates
- Build relationships with all mobility stakeholders
- Be responsible for the smooth administrative implementation of visa and immigration processes, in particular preparation of assignment letters and visa applications
- Work on standardization/optimization of internal processes

Requirements:

- Graduate Student in Bachelor/Master's degree in Business Management, Social Science or similar
- Experience in global mobility, immigration, and/or payroll desired
- Good knowledge and understanding of German labor law and immigration law desired
- Basic knowledge of visa and immigration processes and procedures, especially from China to Germany desired
- Good practical knowledge of MS Office, especially Excel
- Motivation and Willingness to continuously learn
- Great sense of responsibility and discretion
- Strong communication skills and service-orientation
- Flexibility, with a certain degree of pressure resistance

Language Requirements

- German and English on verbal and written business proficiency level
- Knowledge of Chinese is a plus



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What we offer:

We offer you an exciting professional career in one of the leading and fastest growing multinational telecommunication companies, challenging work and a competitive salary package. Personal development is ensured through many training opportunities in Western Europe and abroad.

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Company Info:

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