



## 1. Immigration Trainee

*Full-time*

*Mid-July 2017 onwards*

QC Immigration is proud of championing a diverse, healthy and supportive work environment. We are a busy and growing firm dealing with clients from all walks of life. We welcome positive and proactive candidates who wish to grow their long-term career with us.

### Competencies

- *2.1 law degree or a graduate with BPTC / LPC / GDL*
- *Foreign language skills preferable*
- *Previous work experience within a legal environment is essential*
- *Impeccable written and oral communication skills*
- *Thorough attention to detail*
- *Confident, professional manner and presentation*
- *Strong organisational and planning skills with a flexible, positive 'can-do' teamwork spirit*
- *Work independently and prioritise workload*
- *Strong research skills*
- *Manage time and administrative tasks effectively in a fast-paced environment*
- *Discreet and confidential in handling sensitive information with care and diligence*
- *Cultural awareness in dealing with diverse client base*
- *IT proficient with Microsoft Office applications*

### Competitive Salary package

- *Dependent on experience and ability*
- *Periodic salary review and performance-related bonus*

*QC Immigration is proud of doing things differently and more efficiently. We welcome you to highlight your interpersonal and presentation skills through the application process. Please email [info@qc-immigration](mailto:info@qc-immigration) your relevant experience, right to work in the UK and salary expectations through one or more of these methods:*

- *Video CV and Cover Letter*
- *Email CV and Cover Letter*