

About us:

My name is Daria, Head of Casework (Copywriting & Research) at Relocate. We help talented specialists with various backgrounds move to the UK, France, and the USA with such visas as Global Talent UK, Passport Talent France и O1/EB-1/EB-2 NIW USA. You can learn more about these visas and our services on the [website](#), and read our clients' multiple feedbacks on [Google](#).

Thanks to our work people start a new chapter in their lives, and now we make our team stronger in order to assist more talents around the world in pursuing international recognition.

We are looking for:

Relocation Case Manager – a specialist, who conducts oral and written communication with clients on a daily basis. Case Manager also takes part in building the dossiers' strategy, and formulates the technical assignments in order to create the documents in compliance with the strategy. Finally, a specialist conducts a final quality check of the dossier before its submission to the visa application centre/consulate by the client

Responsibilities:

- Communication initiation with the client and the Casework team in order to create a visa dossier
- Organisation and conduction of online meetings with the client, a meeting plan preparation and notes taking in order to form a client profile
- Request and verification of necessary information and documents from clients, data management in the company's storage in order to formalise the final dossier
- Strategy formation of the final dossier for the Global Talent Visa, O-1, EB, Passport Talent dossier (work with only one or several visa streams at once)
- Task setting for necessary documents creation in accordance with a Case Manager's strategy (CV, Personal Statement, Reference Letters, Business Plan, etc.), then documents check and feedback formation for the Casework team
- Client support when submitting a dossier to the visa application centre/consulate
- Communication with partners and contractors in order to achieve a successful result for our clients (business incubators, accelerators, immigration consultants, lawyers, etc.)

Requirements:

- Proficiency in oral and written Russian, at the C2 level
- Proficiency in oral and written Business English, at least C1
- Knowledge of French as a second foreign language is a huge plus
- Foreign education in law/legal and immigration, work or internship experience abroad, and other international educational and professional experience are a huge plus
- Combination of a technical and humanitarian mindset, ability to learn quickly and developed critical thinking – you will work with clients of various profiles from writers and directors to owners of complex technical digital businesses
- Desire to get to the truth and find the best available solutions to any problem

What we offer:

- Working for a company registered in Europe
- Salary in dollars (from \$500 per month during probation period)
- Fully remote work on a full-time basis
- A strong team and career prospects, participation in new and existing projects
- Wide network, as you will communicate directly with leading talents from different fields from all over the world
- Training on aspects of preparing visa dossiers is provided

Candidate selection procedure:

- Competition of CVs, test assignments and portfolios (if available)
- Individual interview
- Additional test assignment/survey

To apply for this position, send an email to daria.k@relocate.me with your CV and professional portfolio (if you have experience in the field of global mobility, relocation and immigration), along with a test task:

Select 1 public person who would meet the requirements of 3 visas in different countries at once (UK, France, USA) and prepare a short dossier strategy for each of the visas:

- What criteria would you choose for the application (if the visa has clear criteria)
- Which documents would be included in the dossier (required and optional)

Visas for the test assignment:

- [Global Talent Visa in digital technology](#) (UK)
- [Passeport Talent for nationally/internationally renowned specialists](#) OR [Passeport Talent for artistic professions](#) (France)
- [O-1A](#) (USA)

OR

Select 2-3 public personalities, and for each prepare a short strategy for only 1 visa to collect the dossier. Points for the strategy and visas are the same as above.

APPLICATION WITHOUT A TEST ASSIGNMENT WILL NOT BE CONSIDERED