



PR/118736 | Immigration Administrative Assistant

Job Information

Recruiter

JAC Recruitment UK

Job ID

1611388

Industry

Legal

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

September 8th, 2026 10:44

General Requirements

Minimum Experience Level

Over 1 year

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

About the Role

An established professional services firm is seeking an **Immigration Administrative Assistant** to support its immigration team. This position is primarily focused on administrative and client support responsibilities, providing an excellent opportunity for individuals interested in developing a career within the immigration field.

Key Responsibilities

- Provide day-to-day administrative support to the immigration team.
- Open and manage client matters and maintain accurate case records.
- Draft routine correspondence, emails, and application-related documents.
- Coordinate schedules, appointments, and key deadlines.
- Organize and maintain electronic files and supporting documentation.
- Monitor shared inboxes and respond to routine client inquiries.

- Liaise with clients to obtain required documents and information.
- Support the preparation and submission of immigration-related documentation.
- Work with the accounts team to ensure all invoices are accurately prepared and sent out promptly.

Candidate Profile

We are interested in candidates with administrative experience. Prior immigration experience is not required, and we welcome applications from individuals looking to develop expertise in a specialist area.

Essential Requirements

- Previous experience in administrative support or office administration.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- High attention to detail and accuracy.
- Ability to manage multiple priorities and deadlines.
- Business-level English proficiency.
- Proficiency in Microsoft Office applications and general business IT systems.
- Valid work authorization; visa sponsorship is not available for this position.

Preferred Qualifications

- Experience within a professional services or legal environment.
- Previous exposure to immigration or visa-related work.
- Experience using case management systems.
- Additional language skills are highly valued, including:
 - Japanese
 - Mandarin Chinese
 - Korean

Ideal Candidate

This opportunity would suit someone who:

- Has a genuine interest in immigration and global mobility matters.
- Enjoys conducting research and learning new regulations and processes.
- Is eager to develop a specialist career within the immigration sector.
- Thrives in a client-focused, fast-paced professional environment.

Working Arrangement

- Full-time permanent position.
- Hybrid working model.
- Three days per week in the office.

Career Development

While the role is primarily administrative, individuals with a strong interest in immigration may have the opportunity to expand their responsibilities over time. This could include supporting straightforward immigration casework, preparing application documentation, conducting eligibility checks, and contributing to client case management under supervision.

We regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description