



**POSITION TITLE:**

**Australian Registered Migration Agent**

**REPORTS TO:**

Managing Director

**RESPONSIBILITIES:**

Management of client case load across a wide range of visa subclasses  
Liaison with Department of Immigration case officers and officials on behalf of clients  
Liaison with clients (telephone and face-to-face) to assess eligibility and / or process casework  
Representation on behalf of clients with professional organisations such as the Department of Immigration, Ministerial Review Hearings, etc  
Drafting of client correspondence and application forms on behalf of applicants  
Lodgement of client applications with the Department of Immigration and / or Qualification Assessment authorities  
Accurate management of client records in compliance with Department of Immigration regulations  
Strong familiarity with the migration legislation (the ACT, the Regulations and the PAM)  
Ensuring all relevant memberships of professional and regulatory associations (the MARA, the MIA) is kept active and up-to-date  
Capacity to marketing the professional services of the firm to existing, new and potential corporate and individual clients  
Attendance at Core Professional Development (CPD) seminars to ensure skills and training are up-to-date  
Presentation of materials at Core Professional Development (CPD) seminars and corporate training seminars

**QUALIFICATIONS:**

Tertiary Qualifications essential (preference for commerce or law)  
Marketing background and / or experience preferred but not essential  
Strong customer service focus  
Ability to multi-task and meet deadlines  
Strong IT skills (and willingness to learn new programs)  
Strong accuracy and attention to detail  
3 Years + experience in a corporate working environment  
Strong command of spoken and written English essential  
Ability to work in and integrate into a team environment  
Ability to work independently with minimal supervision

**EXPERIENCE**

3-5 years experience in the fields of commerce, law or migration law  
Marketing experience or exposure to marketing situations preferred but not essential  
Exposure to MYOB, Legend, MS Word, MS Excel, Migration Application Forms

**MEMBERSHIPS:**

Required membership of the Migration Agents Registration Authority (MARA) and the Migration Institute of Australia (MIA)  
Recommended membership of business networking facilities and professional bodies such as chambers of commerce

**WORKING HOURS:**

8:30am to 5:30pm (\*)  
(\*) Extended hours may be required on a needs-must basis

**ANNUAL LEAVE**

Twenty (20) days per annum

**SICK LEAVE**

Five (5) days in the first year of employment; Eight (8) days in each year thereafter