

Job Description for Immigration Executive for North America/USA

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| Designation | Immigration Executive |
| Job Description | <ul style="list-style-type: none"> • Initiate the H -1B Amendment, H -1B Extension, H -1B Transfer, H4 Dependents visa filing, H4 EAD filing as required • Coordinate with attorney and make sure the petitions are filed one time. • Must have knowledge on Green Card processing. • Taking care of the queries raised by employees related to their immigration process. • Taking care of all US immigration activities including processing of H1, H4 visas • Prepare Offer Letters, STEM Extension Letters, Consulate Letters and Experience Letters. • Ensure employees are well prepared to face H1B/L1/B1 visa interviews before the consulates along with complete and accurate documentation. • To communicate with employees and managers on the progress of the applications • Maintain and track all immigration and relocation cases throughout the end-to-end process. • Strong experience in documents verification for Visa processing. • |
| Desired Profile | <ul style="list-style-type: none"> • Must have 3+ years of experience and exposure in area of US Immigration • Must have Experience working with USA Immigration Attorney • Self-starter, motivated and able to multi-task. • Able to work with minimal supervision. • Ability to manage between multiple tasks, deadlines and priorities in a fast-paced environment. • Excellent Communication skills. • Must work during EST timings. |
| Experience | 3 – 5 Years Relevant in the field |
| Industry Type | IT/ITES-Software |
| Role | Immigration |
| Functional Area | NA |
| Education | Graduation – Graduate in any stream; preferably MBA HR Other Certification – NA |
| Location | Hyderabad |
| Keywords | Immigration, Green Card |
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