



Immigration Assistant

EY is a global leader in assurance, tax, transaction and advisory services. The insights and quality services we deliver help build trust and confidence in the capital markets and in economies the world over. We develop outstanding leaders who team to deliver on our promises to all of our stakeholders. In so doing, we play a critical role in building a better working world for our people, for our clients and for our communities. Visit us at www.ey.com/careersbelgium.

With this breadth of service offerings you have the opportunity to develop your career through a variety of experiences, mentoring and formal learning to ensure our employee value proposition - Whenever you join, however long you stay, the exceptional EY experience lasts a lifetime - is a reality.

For our Human Capital Compliance Center we are currently looking for an **Immigration Compliance Assistant** to join the team as from August 2016.

Your tasks

In view of the immigration assistance we offer to our clients (work permit, visa, residence permit) a number of application files need to be prepared, you will be requested to prepare these application files and follow-up these files with the competent authorities.

You will also have to draft the memoranda to the clients in order to guide them in view of the immigration process to be followed and in this respect will also have contacts with the competent authorities and clients.

Your profile

- You have very good language skills (As well written as verbal: Dutch, French, English)
- You have a high school degree or Bachelor degree
- You are just graduated or you have max. 1 year of working experience
- You are very well organized (also e.g. filing)
- You work very precise
- You are very client minded
- You are a team player
- You like to communicate and are not afraid to be in contact with the authorities and at a later stage with the clients

We offer you

- A function in which you will grow after a couple of years to be autonomous and have responsibilities.
- A career with EY is not comparable with any other as, with us, your competencies and your interest in our firm will determine your future.
- A competitive remuneration package including fringe benefits is offered.
- You will work in a young, dynamic environment with lots of flexibility.

Interested?

<https://ey.taleo.net/careersection/gcam01/jobdetail.ftl?lang=en&job=BRU000L8>