

Migration Administrator

Melbourne VIC

An integral role in the Migration Department, the Migration Administrator will provide essential support to Migration Agents, forming collaborative relationships with clients to ensure all new visa enquiries are properly handled. The role supports Migration Agents throughout the lifecycle of the visa application until visa approval or the onboarding/offboarding of on-hired workers, engaging other team members when required.

***Part time position for 2 days a week**

***Fixed term 1 year contract position**

Key Responsibilities

- Provide vital administrative support to Migration Agents and the Strategic Accounts Director
- Assist Migration Agents by managing client enquiries and prioritising caseloads and deadlines:
- Efficiently manage client communications and client files
- Provide payrolls and visa costs to clients
- Assist in preparing and finalising agreements (Service Agreements for non-OHLA work, MSA, Schedules and Employment Contracts for OHLA work)
- Send out agreements for signing
- Send out instruction emails (in consultation with agents)
- Collate documents from clients and applicants and follow up on missing items
- Liaise with the Finance team to issue invoices and obtain payment updates
- Assist with Labour Market Testing activity
- Follow up on post-lodgement requirements such as police checks and health checks
- Draft basic correspondence to the DOHA, including emails and letters
- Maintain accurate and up-to-date client records on Migration Manager and other reports
- Manage migration reports including OHLA and non-OHLA visa reports
- Provide status reports to management and migration agents on a regular and ad hoc basis
- Assist and manage enquiries from on-hire workers and billing organisations regarding onboarding and payrolls
- Notify Immigration of on-hire workers' cessation of work and update OHLA reports accordingly

Qualifications and Expertise

- Strong administration background
- Strong organisational and time management skills
- Effective verbal and written communication skills
- Attention to detail and ability to manage multiple tasks with accuracy
- Familiarity with immigration laws and procedures
- Proficiency in Microsoft Excel and general administrative systems
- Prior experience in a migration support or administrative role is highly desirable
- Exposure to client-facing environments and handling sensitive documentation



- Experience working with visa applications or within a legal/compliance framework is advantageous

Compensation, Location, and Benefits

- An autonomous working environment where you can have ownership and accountability
- An attractive salary
- Hybrid working environment
- Modern Melbourne CBD office
- People 2.0 Paid Parental Leave
- Training and development opportunities
- Social activities, CSR initiatives and end-of-month celebrations.
- Fresh fruit, snacks and coffee
- Day off on your Birthday & 2 additional 'press pause' days
- Close-knit team with supportive leadership

How to Apply

Send your cover letter and resume to recruiter@people20.com. Please reference the job title and location.

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In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.