



## **Business Immigration Support – Turpin Miller LLP**

### **The Company**

We are on the cutting edge of Immigration law and looking to find someone with a passion for Business Immigration.

Are you sharp, diligent, friendly, driven? If so, we have a fantastic opportunity for you at Turpin Miller LLP!

### **The Role**

Based in our Oxford offices we are recruiting for our growing Business Immigration Team. This is a great opportunity for the right candidate, within a highly reputable national law firm. The candidate does not need to have a background in law.

This is a fast-paced role requiring a positive, confident, and proactive approach. There is the opportunity for progression and qualifications for the right candidate.

You will take pride in your work displaying a high level of attention to detail, a strong client service orientation and will thrive in a business where accuracy, hard work and flexibility are imperative.

Your job role will include:

- Administrative support
- Taking client instructions
- Undertaking legal research
- Assisting with the preparation and submission of applications
- Communicating with clients and various third parties

Requirements:

- Business Immigration Law experience desirable, but not essential as full training will be given
- Highly organised
- Excellent verbal and written communication skills
- HR background would be desirable

Benefits:

- Excellent progression opportunities to a fee earning role
- 25 days Annual Leave
- Company Sick Pay
- On-site Parking
- Salary – Competitive

If you are a dedicated individual and are looking for an opportunity where you can develop and build a successful career – then apply today!