

Vacancy summary

Client relationship specialist

GE01492538



via Ugo Maneo 3 45100 Rovigo

Education : BEP - CAP

Experience : no experience

Industry : Council / consulting

Position : Employee

Contract : Long term

Availability : Full Time

Vacancy details

Italian Citizenship Assistance (ICA) looks for, its office in Tbilisi, staff to manage and deal with foreign clients (manly US citizens).

Our company has recently ventured into Georgia and is successfully expanding.

ICA offers a range of legal services and consultancy regarding:

- Immigration
- Italian and European citizenship
- Real estate

We are recruiting people for the position of Client Relationship Specialist; some of the tasks for this position are:

- Historical and genealogical researches on the behalf of our clients;
- Working with US Consulates and embassy;
- Retrieval of legal documents
- Daily-based correspondence with clients (both via email and via call)

All the work activities are performed in English.

With the support of an experienced team of lawyers, historical researchers, experts in citizenship, ICA can provide the best training to learn and thrive in the citizenship field.

The ideal candidate is a dynamic person with a bachelor/university degree (preferably degree in foreign languages or international studies), with an excellent knowledge of English language (C1 level), both written and spoken and located in Tbilisi or nearby, in order to work in presence.

Responsibility, seriousness and desire of growth is required.

Knowledge of Italian is not required.

Working time: Full time; Monday – Friday

Salary: € 500 - 700 net

To check out our Company, please visit our official website at italiancitizenshipassistance.com and our Youtube Podcast @ItalianCitizenshipAssistance

Please send a detailed CV in English to the following email address: georgia@italiancitizenshipassistance.com

Contacts
