

**JOB VACANCY
VISA CONSULTANT
CHINA BRIDGE GROUP (UK) LTD – LONDON
Fixed Term – one year**

China Bridge Group (UK) Ltd is a wholly owned subsidiary of Bank of China (UK) Limited and operates in London, Manchester and Edinburgh. China Bridge Group (UK) Limited is responsible for receiving all visa applications in the UK and prides itself on building a professional international team to deliver customer-oriented services.

Job Purpose

Ensuring all visa applications are processed accurately and efficiently and providing relevant information to the applicant regarding visa requirements.

Duties and Responsibilities

- Liaising with customers by processing visa applications on the counter or via post
- Delivering and explaining Chinese Embassy's policy to applicants
- Ensuring all relevant documents are received and processed
- Inputting all relevant information onto the system
- Checking all data input and supporting documentation of the applications to ensure the coherence and accuracy of information in the system
- Responding to customer's enquiries, including telephone calls, replying to emails and faxes.
- Any other duties assigned by the Manager.

Experience Required

To be successful in this role candidates must:

- Have experience in Customer Services with excellent communication skills in order to liaise with people at all levels
- Computer and data entry skills
- Good English and Chinese

What we offer

We offer a competitive salary and benefits package.

If you are interested in this vacancy and have the relevant experience please send your C.V. (in English and Chinese) to China Bridge Group (UK) Ltd, 12 Old Jewry, London, EC2R 8DU or alternatively email to recruit@chinabridgegroup.co.uk

In alignment with China Bridge Group (UK) Ltd recruitment policy, Criminal Reference Bureau and reference checks will be carried out in the event of an individual being offered the position.

China Bridge Group (UK) Limited is an equal opportunities employer