

Visa Specialist Intern at Placement International, Barcelona, Spain

Placement International is a cultural exchange program company specialized in the Hospitality industry that offers positions for highly educated students and young professionals to do Internships and Management Training Programs at the most luxurious hotels and restaurants in the United States.

As a Visa Specialists you will be in charge of being in daily contact with U.S Visa Sponsors, following up with our participants and creating their Training Plans.

The Visa Specialist Internship will include a rotation within the following departments:

- Be a visa expert: know well all regulations and rules, as well as all documents needed
- Contact with Pan Atlantic: send the applications and do follow up
- Contact with AAG: process all the candidates on the portal and be the contact with Yvette Webb
- Contact with Global Exchange: send the applications and do follow up
- Contact with ASSE: send the applications and do follow up
- Contact with new american sponsorship organisations
- Follow up with candidates being processed: make sure all the candidate have uploaded /sent the correct documents, also from the hotel's side
- Training plans: creating training plans. Creating a calendar of cultural activities for each city.
- Visa process: assisting with all the visa process and guidance to complete every step to go to the U.S. Embassy
- At the end of each phase, you will have a meeting and evaluation with your supervisor.

Start Date: Spring 2017 / 6 to 12 months internships / Stipend: 400 euros per month

You will be encouraged to pursue your individual passions in order to help the company as a whole. You will learn new things each day and gain meaningful and practical work experience in this mutually beneficial relationship.

If you are eager to take on challenges, if you are motivated, creative, business minded and fluent in English then this job is the one for you! Apply now via info@placement-int.com and make sure to add your resume!

You can also extend your contract, the company is constantly growing and we need talented Hospitality graduates to be part of our success!



We look forward to hearing from you soon!



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