

## **JD for Compliance and Visa Processing Executive**

### **About The WorldGrad**

Education knows no barriers. And neither do we. We are The WorldGrad - Our endeavor is to enable students to kickstart their global aspirations for overseas degrees.

The WorldGrad ([www.theworldgrad.com](http://www.theworldgrad.com)) is the **world's largest study abroad program platform** and **an award-winning education company**. We are backed by [OES](#), Australia's largest online education company, and offer unmatched global opportunities for our students and employees. We are a team of **500+ certified educators across the world** that has **successfully delivered international education to 20,000+ students**. We have been **handpicked by top 1000 institutions** across the globe to bring overseas study programs to international students.

Our programs are co-developed with our prestigious education partners and delivered by our award winning (LearnX 2020 & 2021) team of international educators. Our programs enable students to complete their first semester online from home and then complete the rest of the degree course overseas. The courses completed online are fully recognized by the partner institutions helping students save time and money. All students accepted to the online program are guaranteed progression to the overseas institution and are provided admission letters before enrolment.

Excitingly, The WorldGrad has received prestigious awards:

- Asia Pacific HRM Congress Award for [Employee Engagement](#) in 2023: Recognizing our dedication to creating a dynamic and inclusive workplace.
- Highly Commended Citation at [the PIEoneer Awards](#) in London for Digital Innovation of the Year - Learning: Highlighting our commitment to innovation in education and technology.

### **Why join The WorldGrad?**

WorldGrad is an innovator in the education space and we pride ourselves on providing a challenging and exciting environment for individuals looking to make a difference. You will be part of a small and growing visa and compliance team, where you will have the opportunity to work across multiple geographies and work on compliance and student progression cases for one of the most innovative overseas education programs in India. We value our collegial and supportive environment which offers a balance of flexibility, ownership and accountability.

So if you are a smart, nice individual who wants to be a part of a thriving and fast-growing young organization, The WorldGrad is the best place to be.

## **Role Definition**

The WorldGrad is seeking a talented and experienced professional with a customer-centric approach and experience in compliance and visa processing to build and contribute to a strong student admissions portfolio. As the Compliance and Visa Processing Executive, you will be responsible for:

1. Coordinating with all relevant stakeholders (students, parents, agent partners etc.) and ensure student documents are collected and checked for compliance to further initiate on campus progression within a timely manner
2. Conduct thorough compliance checks on the documentation to ensure complete documentation for visa filing and on-campus progression
3. Evaluating the documents for students required for studying in destinations like USA, UK and Australia
4. Training the counseling team for overall compliance, Financial/income documents as well as documentation required for visa filing
5. Lodge visa files on no more than 24-72 hours (on case by case basis) depending on country and documentary requirements
6. Conducting mock interviews for students where required
7. Managing quality and consistency of all applicant data to ensure it is compliant, complete and accurate; Undertaking required verifications on academic, financial, income and other related documents depending on destination
8. Meticulous note taking, record keeping and usage of the CRM software to track all leads
9. Develop knowledge of The WorldGrad course offerings, company policies and procedures as they relate to regulatory and legislative requirements

## **Who are we looking for?**

1. Qualification: Bachelor degree
2. Experience:
  - Minimum 2-3 years experience of handling student compliance and visa operations for either of Australia, United Kingdom, USA or New Zealand at a study abroad organization/ university/embassy or consulate etc.
3. Ability to approach situation with patience, empathy, and an innate follow-up mechanism
4. Excellent written and verbal communication skills
5. Technology: Comfortable with using CRM software, MS Office
6. Entrepreneurial: Willing to quickly adapt and learn, and has a "get-it-done" attitude

**Location: New Delhi:** Spacetime Centre Co-Working, 3rd Floor, Savitri Cinema Complex, DLF Centre, Greater Kailash-II New Delhi-110048

**Work Days:** 5 days working, however, the candidate may be expected to work on Saturday depending on work requirements and on the volumes and urgency of visa files

**Time to Join:** Immediate

**Compensation:** Best, as per industry standards

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Your Passport to a Global Education