

**Function:**

Skilled Migration

**Job Title**

Executive – ProRecognition & Hand in Hand for International Talents

**Work Location**

Cuffe Parade, Mumbai

**Reporting to**

Head, Skilled Migration

**Job Description**

- Advise professionals on employment in Germany through consultations and events.
- Activate suitable candidates for HiH and coordinate their recruitment, recognition, and migration preparation process.
- Support with the promotion of ProRecognition and Hand in Hand for International Talents and the project administration.

**ProRecognition:**

- Process initial enquiries via phone, email, or social media and prepare case studies for cases of average or low difficulty, document the consultation, and follow-up with the candidate as per SOP.
- Support the coordination, promotion, conduct, and documentation of information events and workshops.
- Support with content ideation based on frequent client enquiries.

**Hand in Hand (HiH) for International Talents:**

- Engage and accompany suitable candidates and support them with all kinds of enquiries, from initial contact until on-boarding in Germany.
- Answer and keep track of HiH applications and maintain application updates in the database.
- Organize and coordinate trainings and webinars for confirmed candidates.
- Engage in frequent exchange and coordination with DIHK and other project partners (ZAV, IHK FOSA, IHKs, other AHKS, ProRecognition, language course provider) regarding updates, language courses and job interviews of candidates and support in all reporting.

**Education and Professional Experience**

- Bachelor's degree in any field.
- Minimum 2 years work experience in process advisory or consulting role.
- Understanding of the German and Indian professional education system.

**Other Requirements (Must have)**

### Language Skills

- English: Highest level, verbal and written
- German: Proficient, verbal and written (C1/C2)

### IT Skills

- MS Office 365
- Virtual meeting platforms such as MS Teams, GoToWebinar, Zoom etc.

### Travel Requirement

- Willingness to travel within India if required by the assignment.

### Personality and Soft-Skills

- "Lifelong learner" with curiosity to constantly explore new topics, tools, and methods.
- Self-driven with a can-do attitude and excellent self-management skills.
- Attention to detail and process oriented.
- Strong people skills and customer orientation and ability to stay calm under pressure.
- Good time management, punctual.
- Excellent research and writing skills.
- Excellent problem-solving skills and lateral thinking.
- Intercultural competence.

If interested in applying for this position, please [click here](#) to complete the application.

Date: 20.03.2024