

Vacancy Notice

Position Title: Office Assistant

Duty Station: Tehran, Iran

Type of Appointment: Full-time, 1 year with the possibility of extension

Estimated Start Date: As soon as possible

Closing Date: 15 February 2025 (Close of Business)

About wico Group:

WICO International Recruitment Company, established in 2021 and officially licensed by the Ministry of Cooperatives, Labour, and Social Welfare, specializes in providing expert guidance on immigration solutions. Our team is committed to helping clients achieve their migration goals with honesty, precision, and professionalism.

Core Functions / Responsibilities:

Under the direct supervision of the CEO, the Office Assistant will be responsible for:

1. Maintaining excellent communication with clients, providing support, and following up on their immigration cases.
2. Collecting, reviewing, and organizing client documents to ensure completeness and accuracy.
3. Following up on client payments and maintaining financial records related to immigration services.
4. Writing and distributing Minutes of Meetings (MoM) for internal and external meetings.
5. Providing administrative support, including email correspondence, scheduling appointments, and handling inquiries.
6. Utilizing Microsoft Office tools to prepare reports, presentations, and other documentation.
7. Assisting in sales and marketing efforts by engaging with potential clients and providing accurate information about immigration services.
8. Collaborating with other departments to ensure smooth workflow and communication within the organization.
9. Adhering to WICO's organizational culture, values, and professional grooming standards.

10. Performing other duties as assigned by the management team.

Required Qualifications and Experience:

Education:

- Bachelor's degree in business administration, social sciences, or related fields with at least two years of relevant experience;
- OR a high school diploma with four years of relevant experience.

Experience:

- Proven experience in administrative roles, preferably in immigration or sales fields.
- Strong understanding of organizational culture and client relationship management.
- Experience in handling confidential information with accountability and integrity.
- Ability to work independently and as part of a team in a fast-paced environment.

Skills:

- Fluent in English (both written and spoken).
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Strong interpersonal and negotiation skills.
- High-level grooming and professional presentation.
- Familiarity with internet applications and online tools for business purposes.
- Strong organizational and multitasking abilities.

Languages:

- Fluency in English and Persian is required.

Competencies:

- **Accountability:** Takes ownership and ensures responsibilities are met efficiently.
- **Communication:** Clearly conveys information and builds positive client relationships.

- **Integration:** Works effectively within a diverse and inclusive work environment.
- **Teamwork:** Promotes collaboration and support across different teams.

How to Apply:

Interested candidates are invited to apply through wicogroup.com/job-opportunities by filling out the application form and uploading their CV. Only shortlisted candidates will be contacted. Shortlisted candidates must participate in both a technical test and an interview.

Posting Period:

From 21 January 2025 to 15 February 2025 (COB).