

WE'RE HIRING

Migration Admin

Responsibilities:

- Manage and maintain accurate records of client migration files and documentation
- Ensure timely submission of applications and compliance with immigration policies
- Track application progress and notify relevant stakeholders of updates
- Maintain confidentiality of sensitive information and client records
- Prepare and manage visa application files with accuracy and attention to detail

Requirements:

- Minimum Bachelor's degree in any discipline from a recognized institution
- Minimum 1-2 years of experience
- Exceptional attention to detail and accuracy in handling documentation and data entry

Other Info:

- Full-time & onsite at Dhanmondi 14, Dhaka
- Working Hours: 7:00 AM to 3:00 PM (Bangladesh Standard Time)
- Weekly Day Off: Every Sunday and alternate Saturdays in a month
- Yearly Holidays: Based on the Australian Holiday Calendar

Salary: Negotiable

Email: hr@pfecglobal.com

Application Deadline: April 12, 2026