



Company Details Confidential



#SEMP-2453564



Ware Court, Sargants Lane, Waterford, Co.

Waterford, X91 DD83



No of positions : 1



Self Employed



40 hours per week



To be Confirmed



15/06/2026



13/07/2026

How to apply

Application Method :

Not available



Open your camera app & point here to view this ad online



Portuguese speaking Immigration consultant

Job Description

Leap Liberty is seeking a Portuguese-speaking Immigration Consultant to support our growing client base.

Please note that this is a self-employed, commission-based role. Applicants must be currently residing in Ireland and have permission to work on a self-employed basis. Applications from individuals living outside Ireland will not be considered.

About the Role

You will assist Portuguese-speaking clients with Irish immigration matters, providing guidance and support throughout the application process.

Key Responsibilities

Conduct consultations in Portuguese and English.

Assist clients with visa, residency, family reunification, and EU Treaty Rights applications.

Review and prepare immigration applications and supporting documents.

Maintain accurate client records and case notes.

Provide excellent customer service and regular updates to clients.

Requirements

Fluent in Portuguese and English (written and spoken).

Previous experience in immigration consultancy, legal services, customer service, or administration.

Strong communication and organizational skills.

Ability to work independently and manage multiple cases.

Knowledge of Irish immigration processes is an advantage, but training can be provided to suitable candidates.

What We Offer

Flexible working hours

Competitive commission structure

Ongoing training and support

Opportunity to grow with a leading immigration consultancy

This opportunity is particularly suitable for someone looking to start a career in immigration consultancy, gain valuable hands-on experience, and develop professional skills while working with an experienced and supportive team. Full training and guidance will be provided to the right candidate.

If you are passionate about helping people and enjoy working in a multicultural environment, we'd love to hear from you.

Applicants are responsible for their own TAX and PRSI contributions to the Revenue.

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Not Required