

Immigration Legal Assistant

RSST Law Group is looking for a full-time immigration legal assistant with experience in business immigration. This person will work closely with an attorney and be integral to client management. Our legal assistants are given a high level of responsibility and are expected to manage a large volume of cases. Specifically, this position involves:

- Significant client contact (primarily by phone and email) with individual and corporate clients;
- Handling employment-based work visas and permanent residence applications from initiation through filing, including compiling information and documentation, drafting forms and support letters, and monitoring clients' status documents;
- Using immigration software to compile applications and petitions for submission to the government; and
- Partnering with the attorney to ensure that all cases are managed within an appropriate time frame, monitoring deadlines and assisting with client management.

Must have a bachelor's degree and business immigration experience (2 years of relevant experience is preferred). Must also have excellent writing, multi-tasking, prioritizing and time management skills. The successful candidate should be organized, detail-oriented, responsive, and have a strong sense of accountability and ability to take ownership of and responsibility for cases.

To apply, send cover letter with availability, resume, and writing sample to hire@rsstlawgroup.com.

Salary commensurate with experience.