

## **Immigration Paralegal (Bi-Lingual Sp/Eng and Business Immigration)**

Antonini & Cohen Immigration Law Group is seeking an experienced Immigration Paralegal to join the firm. Antonini & Cohen is a highly reputable small law firm experiencing significant growth and seeks a self-motivated, fast learner to hit the ground running. We are dedicated to immigration law matters exclusively, and we help all types of clients effectively deal with government agencies and court systems. We seek like-minded individuals who strive hard to work well in a team based environment. Applications will remain confidential. Please e-mail resumes to [karnani@antoniniandcohen.com](mailto:karnani@antoniniandcohen.com).

### **Job Requirements**

- Support attorneys in preparation of business immigration filings (including PERM, L-1, H-1B, TN, O-1, E-2, F-1), as well as family, humanitarian, and removal defense immigration matters
- Independently manage case load in a fast-paced environment, including document review, preparation and filing of immigrant petitions with USCIS, EOIR, NVC and DOS
- Communicate both orally and in writing with individual and corporate clients, as well as government agencies
- Monitor deadlines and expiration dates
- Manage client communication and government correspondence
- Ability to work with clients to navigate various government agencies; conduct client intake
- Work directly with team of attorneys and partners to ensure the highest quality of legal representation for our clients
- Ability to manage 150+ case files
- Take special projects as assigned by attorneys and partners
- Full-time availability

### **Desired Behaviors & Skills**

- Bilingual English-Spanish (written and spoken)
- Strong desire to advance and grow professionally within the firm and in the immigration legal community
- Highly organized and detailed oriented
- Works well under pressure and understands importance of deadlines
- Strong communication skills – on the phone, via email and in person
- Professional and courteous; positive attitude
- Self-starter; quick learner; impeccable ethics

### **Experience**

- At least 2+ years of experience in business immigration, including PERM, H-1B, L-1, and E-2

### **Additional**

- Competitive base pay based on experience
- Benefits (401k with employer match, medical, vision and dental insurance)