

Job Description

Administrative Assistant (Bi-Lingual Spanish/English)

Antonini & Cohen Immigration Law Group is seeking an Administrative Assistant to join the firm. Antonini & Cohen is a highly reputable boutique immigration 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.

Job Requirements

- Fluency in English and Spanish
- Full-time availability, confidentiality of client information and punctuality required
- Support firm's paralegals with administrative tasks
- Mailing and emailing notices to clients and the government with absolute accuracy
- Filing case files and documents in the appropriate physical file folders with absolute accuracy
- Scanning and saving documents with absolute accuracy
- Provide assistance to paralegals in copying, tabbing government filings
- Draft translations
- Handle inbound and outbound calls for potential clients and clients
- Serve as back-up for reception desk as needed
- Have a friendly, professional manner and be able to establish rapport with potential clients, clients and staff quickly
- Provide a high standard of customer service
- Accurately record information in LawLogix case management system as well as electronic files

Desired Behaviors

- Strong communication skills – on the phone, via email and in person
- Able to write and communicate clearly in English and Spanish
- Professional and courteous; positive attitude
- Highly organized and detailed oriented
- Works well under pressure
- Self-starter; quick learner; impeccable ethics
- Strong desire to serve the immigrant community

Preferred Education

- Prefer Bachelor degree or equivalent

Additional

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