

Boost Legal Support

<https://www.boostlegalsupport.com/job/us-immigration-paralegal/>

US Immigration Paralegal

Description

We are currently hiring for a paralegal with a background in US Immigration Law. We require the successful candidate to have 2 - 3 years experience as a US Immigration legal assistant. This law firm is a well respected boutique firm.

If you are looking for a new opportunity, and have the following skills and knowledge, please contact us for an interview at jobs@boostlegalsupport.com

We look forward to meeting you!

Responsibilities

1. Assist lawyers with preparation and filing of various immigration petitions, applications, and forms.
2. Communicate regularly with clients to gather necessary information and documentation, provide updates on case statuses, and address inquiries.
3. Maintain accurate and organized case files, including electronic records management and database entry.
4. Conduct legal research on immigration laws, regulations, and procedures.
5. Prepare draft correspondence, legal documents, and forms for lawyers review and filing.
6. Coordinate appointments, meetings, and court appearances for lawyers and clients.
7. Assist with scheduling and preparation for client interviews and hearings.
8. Collaborate with other team members to ensure efficient workflow and client satisfaction.
9. Stay current with changes in immigration laws and policies.

Qualifications

1. Legal Assistant Diploma or equivalent education and experience.
2. Previous experience working in a law firm or legal environment in immigration law.
3. Familiarity with US immigration forms, procedures, and agencies.
4. Strong attention to detail and ability to maintain confidentiality.
5. Excellent written and verbal communication skills, including proficiency in English and any additional languages is a plus.
6. Proficiency in Microsoft Office Suite and legal case management software.
7. Ability to prioritize tasks, manage deadlines, and work efficiently under pressure.

Hiring organization

Boost Legal Support

Employment Type

Full-time

Job Location

Calgary, Alberta

Date posted

March 19, 2024