



business immigration law

Weaver Schlenger Mazel LLP is a small, fast-paced, friendly immigration law firm, focusing on business immigration, committed to providing excellent and proactive legal analysis and service to its clients. Our clients are diverse, our staff is diverse and our expertise is broad.

We are seeking a Full-Time Paralegal Support/Paralegal to join our team. This position proactively supports our attorneys in preparing and filing well documented, well presented immigration petitions.

A bachelor's degree **and** at least six months to one year of relevant immigration experience are **required**. Our ideal candidate is smart, achievement oriented, an excellent multi-tasker, has a flexible mindset and excellent analytical and writing skills.

The firm has a bonus program (up to three times per year) and a generous benefits package, including:

- Medical Insurance
- Dental Insurance
- Commuter Checks
- Long Term Disability Insurance
- PTO (Vacation/Sick Time)
- 401(k)
- Life Insurance
- World Wide Travel Assistance program

We are located in the Financial District of San Francisco, convenient to Bart.

To Apply: Send Cover Letter and Resume [The cover letter is as important as the resume. **Resumes without a cover letter will not be considered**] to [cjenkins@wsmimmigration.com](mailto:cjenkins@wsmimmigration.com)  
No phone calls, please.