

Business Immigration Paralegal Position

Small, quality, well established San Francisco law firm is looking for a part-time/flex time to full time colleague to assist the firm's certified immigration law specialist attorney in the firm's long-standing business immigration practice. We are a Martindale Hubbell "AV" rated general practice in the San Francisco financial district. For 25+ years our firm has maintained an active business immigration law department. Besides our immigration specialty practice, our attorneys provide legal counsel on state and federal court matters to businesses and individuals in the areas of business law, real estate and commercial transactions.

The position requires a minimum of 2 years of documented business immigration law experience. Attention to detail a must. Knowledge of French and Tracker Software are pluses. We offer a competitive salary DOE, and a year-end bonus. Benefits are based on work schedule. Our regular office hours are 8:30 to 5:30. This position could be structured as a regular part time position. Let us know if this part-time option appeals to you and the part-time schedule you would prefer. We look forward to receiving your qualified application. Please let us know your availability and your preferred schedule.

Please send a resume and a cover letter telling us about yourself, your business immigration law experience and your availability. Please include your salary expectations and goals. Please email to: ImmigrationColleague8@gmail.com
Thank you.