

## **Experienced Immigration Paralegal**

We are seeking experienced (1 - 2+ years) paralegals with a passion for immigration law and working with people from around the world. Only well qualified applicants will be considered.

Responsibilities may include assisting our attorneys in preparing non-immigrant and/or immigrant visa petitions, applications for adjustment of status (family and employment), consular forms, and PERM applications. We will consider paralegals who have experience in IV or NIV. PERM experience is strongly preferred.

Requirements: BS/BA degree and high volume business immigration related paralegal experience, including working with volume employment based PERM and/or non-immigrant categories (H-1B, TN, E-3, etc.). Experience preparing O-1, L-1, IV matters or Consular filings as well as family based petitions and applications is a plus.

Ideal candidates must be detail-oriented; be able to provide rapid yet accurate responses to clients and team members and prioritize and multi-task; possess excellent organizational and time management skills, and English communication skills as well as experience in Word, Excel, and Adobe Pro. Candidates must enjoy working in a team environment. Experience with LawLogix is a plus. In return, we offer a warm, collegial environment and an excellent benefits package.

If this describes you, and you are available now, please email your resume, cover letter and salary requirements to: [glang@minamitamaki.com](mailto:glang@minamitamaki.com). No calls please.

Minami Tamaki LLP provides quality legal representation with an emphasis on personalized, client-centric and responsive service. Our clients tell us that we provide excellent legal services which we balance with a commitment to pro bono work and community involvement.