

## Legal Support – Job Description

### Position Summary:

You will provide support to the company's in-house legal team.

### Responsibilities and tasks include but are not limited to:

- Prepare employment-based immigrant and non-immigrant petitions with legal counsel (i.e., H1B, H4, TN, PERM, EB2, EB3).
- Draft and edit detailed support letters in support of immigration filings.
- Collect, compile, review, and process documents from various stakeholders to ensure timely filing of petitions.
- Maintain an electronic case management system and public records files as required under state and federal regulations.
- Prepare and draft contracts and negotiate terms with vendors, consultants, and customers as necessary.
- Meet assigned deadlines and communicate case progress/status/issues to management in a clear and concise manner.
- Perform incidental and related administrative duties as required by the company to maintain case files.

### Knowledge, Experience, and Skills:

- Basic understanding of U.S. Employment-Based Immigration.
- Bachelor's degree required.
- Strong aptitude and desire to learn.
- Impeccable English writing/grammar and communication skills.
- Ability to proofread and correct one's own work and the work of others.
- Ability to work well with others and with minimal supervision in a fast-paced, deadline-driven environment.
- Demonstrate analytical and problem-solving skills in a fast-paced environment.
- Strong attention to detail while achieving a high level of productivity with great accuracy.
- Multitask in a fast-paced environment with competing demands.