



Trainee/Internship Program Offer

(10127) Legal Assistant – New York, NY



Start Date(s): as soon as possible

Hours: 32 per week

Location: New York, NY

Program Duration: 6-12 months

Compensation: unpaid

End of the Program Bonus: up to \$1,000

Position: 1

Host Company Description

The Company is located in New York, the city that never sleeps. It specializes in immigration services and offers a top legal assistance. The company has been on the market for almost 20 years. The company is looking for motivated candidates who would join their multilingual team.

Position Description

- Preparation of legal documents, assisting with court filings, case management
- Providing of legal research, case law search
- Intern/trainee will be exposed to immigration law

Applicant Qualifications

- To apply for an **internship** program, you must be a **Law** undergraduate student OR a recent graduate starting the program within 12 months of graduation.
- To apply for a **trainee** program, you must hold a **Law** degree and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- Must be proficient in Microsoft Word, Power Point, Excel and has good writing skills
- **Proficient in CHINESE or FRENCH**
- Advanced English communication required
- Excellent telephone and customer skills, detailed oriented, able to learn quick, self-motivated, able to multitask
- Spanish is a PLUS

How to Apply:

1. Submit professional resume (preferably with picture)
2. Indicate availability dates (start and end date)
3. Indicate program category: Trainee or Internship
4. Indicate offer number and position title for which your candidate is applying for

