



## 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
- Advanced English communication required
- Excellent telephone and customer skills, detailed oriented, able to learn quick, self-motivated, able to multitask
- Spanish, French 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

