

Role: Legal Administrative Assistant

We are a boutique (sixty person) law firm specializing in Canadian and U.S. immigration. Our lawyers are licensed to practice law in both countries. We have a great culture and unparalleled drive for excellent client service.

We currently have one position available for a bright and hardworking Legal Administrative Assistant. This is a rewarding, collegial, and fast paced work environment.

The ideal candidate should minimum one year of Canadian or U.S. immigration experience. Possessing experience with both Canadian and U.S. immigration would be an asset.

Responsibilities and Duties

- Assist our legal team with complex legal matters in Canadian and U.S. immigration.
- Schedule client and internal meetings.
- Create and maintain client case lists.
- Input reminders, track updates, and save correspondence.
- Organize and assemble complete application packages.
- Prepare and process immigration applications (paper and online), while maintaining case correspondence and document files.
- Draft supporting materials for applications.
- Liaise with USCIS, CBP, IRCC, and other government agencies regarding client matters.
- Manage client files and practice activities.
- Perform other administrative tasks as needed.

Position-Specific Competencies

- Minimum of one year of experience in Canadian or U.S. immigration.
- Self-starter with the ability to work independently and collaboratively.
- Exceptional attention to detail and strong oral and written communication skills.
- Ability to thrive in a fast-paced environment and meet tight deadlines.
- Proficiency with Microsoft Word, Excel, and Outlook.
- Strong interpersonal skills and ability to communicate effectively with internal and external parties via email and phone.

We provide group benefits, a competitive salary, and a monthly bonus commensurate with experience.

Please email resume to resumes@canada-usa.com

We thank all applicants for their interest.

Only candidates who meet our requirements will be contacted. Please, no telephone calls or faxes.