



WAXLER & LE
IMMIGRATION LAW LLC

Bilingual Administrative Specialist/Interpreter for Immigration Law Office

Waxler & Le Immigration Law, LLC is a small immigration firm with offices located in NE Portland and Clackamas, Oregon. Our firm guides immigrant families and victims of crimes through the complex process of applying for legal status in the U.S. We work with clients from all over the world and are committed to providing exceptional legal services while treating our clients with respect and dignity. We are searching for a dynamic and driven individual to assist in our NE Portland Office. The position is 10-20 hours per week, between the hours of 9AM and 2PM, and is available immediately.

About you:

We are seeking a talented and motivated Spanish-speaking professional to join our team. Our new team member will perform receptionist functions, interpret for Spanish speaking clients, handle administrative tasks such as filing and making copies, and assist with the legal process. The ideal candidate is passionate about immigrant rights, loves working with people, and will strive to grow the position and take on advanced legal assistant responsibilities over time. Prior legal or immigration experience is not necessary. Professional interpreting experience is not required.

About us:

Waxler & Le Immigration, LLC support staff work closely with the supervising attorneys to ensure that all clients receive excellent legal services. Staff are encouraged to manage tasks and projects autonomously. All staff receive comprehensive training on immigration law so that they may fully understand the process. We value a supportive work environment and actively facilitate professional development for all of our staff.

Required Qualifications:

- * Excellent English language skills
- * Fluent in spoken Spanish with reasonable written Spanish
- * Professional, responsible, detailed, and organized
- * Able to multi-task and prioritize multiple assignments
- * Intermediate to advanced proficiency in Word, Excel, and Outlook
- * Culturally sensitive

Compensation:

\$12.50/hour during training period. Final wage will depend on knowledge and skills acquired after training.

Application Process:

Please send a cover letter and resume in a single PDF file to hr@leimmigrationlaw.com. Applications will be reviewed on a rolling basis. Please be sure to indicate in your cover letter how many hours you would prefer to work and when you are available to start.