



## **Office Assistant 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 our firm as an Office Assistant.

### **About You:**

We are seeking a talented and motivated professional to join our team. Our new team member will perform receptionist functions, 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.

### **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. We value a supportive work environment and actively facilitate professional development for all our staff.

### **The Perks:**

We offer flexible scheduling, full health benefits, 5 paid holidays, 9 unpaid holidays, and both paid and unpaid time off to all employees who work at least 25 hours per week. We believe in lifestyle scheduling, allowing you to design a schedule that prioritizes your family, studies, and passions. We stand out among other small businesses by covering 100% of health care premiums for our plan, which includes medical, dental, and vision coverage.

### **Required Qualifications:**

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

### **Preferred Qualifications**

- \* Bilingual in Spanish or Vietnamese
- \* Willingness to travel for work between our two offices in Northeast Portland and in Clackamas.

### **Compensation:**

We are looking to hire someone 10-40 hours per week, depending on the skill level and availability of the candidate. Starting wage is \$15.50 per hour. Final wage will be determined at the conclusion of the probationary period (90 days) and will depend on knowledge and skills acquired after training.

### **Application Process:**

Send a cover letter and resume in a single PDF file to [hr@waxlerlelaw.com](mailto:hr@waxlerlelaw.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.