Shaheen & Gordon, P.A., Attorneys at Law, is seeking a full-time Legal Assistant in their Manchester, NH office responsible for supporting attorneys who practice immigration law.

**Contributions and Responsibilities**
- Field phone calls in English and Spanish, in addition to other languages
- Conduct basic prospective client intake
- Open, manage, and close files
- Manage attorneys’ calendars
- Monitor filing deadlines
- Obtain documents, domestically and internationally
- Draft forms
- Translate oral and written communications
- Communicate with clients, agencies, courts, other parties

**Qualifications**
- Must be fluent in Spanish and English
- Must have excellent communication skills via email, phone, and in person
- Must be highly organized
- Must pay close attention to detail, have the ability to multi-task, thrive in a fast-paced work environment, and possess strong proofreading skills
- Competency in Microsoft applications including, Word, NetDocuments, Centerbase, Outlook, Excel, Adobe, scanning and maintaining electronic files
- Accurate filing and copying

Shaheen & Gordon presents a pleasant, supportive, challenging, non-smoking work environment. Salary commensurate with experience, with excellent benefits including a 401K plan. Please email your cover letter, resume and references to recruiting@shaheengordon.com.