Fonte Friz-Garcia Immigration Firm

Dynamic, well-established Immigration Law Firm in Coral Gables.

Job Requirements and Qualifications:

- Full-time
- Experiences Immigration Paralegal to help prepare immigration applications and supporting documents for employment-based cases – Including immigrant and nonimmigrant visas labor certification, family-based, citizenship, removal defense as well as waivers, and other complex cases.
- Must be detail oriented, dependable, and able to work in a fast-paced, team-oriented environment.
- Position requires at least 2 years of experience
- Fluency in both written and spoken English and Spanish – Portuguese is a plus
- College degree is preferred
- Strong organizational and communication skills required

Salary:

- Commensurate with experience

Please send cover letter, resume and references to kfonte@visadoctors.com

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