Position/Title: Office Manager

Manhattan general practice law firm is seeking to hire an Office Manager to work full time for our Chinatown Office. This is an excellent opportunity for you to gain litigation experience in immigration and grow with us under supervision and training from our attorneys and operations managers. This is also an excellent opportunity for you who are interested in exploring the most exciting practice areas of immigration litigation.

Job Type: Full Time

Job Description:
- Respond to inquiries and consultation with potential clients; assist with case intakes, troubleshooting and establishing case strategy
- Oversee the day-to-day office management, operations and workflow of the support staff
- Communicate regularly with clients regarding procedural and case processing issues, assisting with the review of cases and overseeing status of cases through utilization of case management systems
- Work closely in a team environment and effectively communicate with attorneys, legal assistants and Business Intelligence Development Department
- Assist with preparing or drafting immigration applications/petitions
- Use high level of skill to accurately provide spontaneous or consecutive interpretations from Chinese into English or vice versa
- Be aware of all client profile changes and pay close attention to business opportunities
- Update client database regarding any changes in contact information

Job requirements:
- Excellent verbal and communication skills in Chinese and English to serve as a primary liaison among clients, attorneys, and other departments
- Immigration law experience is strongly preferred
- Minimum Bachelor’s degree, LLM degree plus
- Excellent customer service and interpersonal skills, client-focused, process-driven, solution-minded, and detail-oriented
- Must be able to work independently in a fast-paced, deadline-driven environment, deal with different personalities and temperaments, and multitask
- Strong interest in immigration law and eagerness to learn
- Exceptional externally facing skills, over the phone and in person and ability to handle clients with poise and confidence

Benefits:
We offer a robust suite of benefits including: Paid Time Off, Sick Time, 401(k) program, Paid Holidays, affordable Health and Life Insurance including Dental & Vision coverage, Health Savings
Account /Flexible Spending Accounts to help offset the cost of dependent care and/or health care expenses, Teladoc (24/7 access to a doctor by phone or online video), One Medical membership and an Employee Wellness program.

Working Hours and Days:
Monday to Friday: 9 AM to 5:30 PM

Number of Openings: 1

Form of Payment: Paystubs

Screenings: Background check