



MARIA HAJAR
Principal Attorney
Immigration & Business

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The Law Office of Maria Hajar is a busy immigration law firm located in downtown Bellevue. We provide immigration legal services with a focus on family based on humanitarian benefits. We are looking for a full-time paralegal.

Job Description:

- Communicating with clients, gathering evidence, and assisting the attorney in preparing forms and packets
- Maintaining the firm's calendar
- Scheduling consultations for potential clients

Requirements:

- Fluency in Spanish (REQUIRED)
- Previous experience in a law firm is desired but not required
- Organizational skills, attention to details and ability to work in a fast paced environment
- Ability to work onsite for at least 3 days a week
- Familiarity with Microsoft Office (required), Clio and Docketwise (desired)
- Empathy and a desire to help clients navigate the immigration system

Remuneration:

40,000 – 55,000 DOE

Schedule:

8 AM to 5 PM or 9 AM to 6 PM.

Benefits:

- Paid time off
- Paid sick time
- Paid parking
- Yearly bonus
- Ability to work from home up to 2 days a week

If interested, please send your resume to Maria at maria@hajarlaw.com