

Schear Immigration Law Firm is looking to fill an internship position

Schear Immigration Law Firm has an opening for a US Immigration Internship.

Please see details below.

Job Title: US Immigration Intern

Working For: Schear Immigration Law Firm

Location: Rothschild Blvd. in Tel Aviv

About the firm: Schear Immigration Law Firm is a boutique immigration law firm in Tel Aviv specializing in U.S. and Israel business and family immigration law. The firm represents both individuals and multinational corporations in a wide variety of complex immigration matters, including petition based temporary and permanent work visa applications, maintenance and abandonment of legal permanent residence status, renunciation of U.S. citizenship and consular processing matters.

Job Purpose: Provide legal support to our firm's sophisticated client base with a focus on business immigration, excellent writing and critical thinking skills, superb administrative skills and a top academic background. We are looking for a candidate who is a team player, a problem solver, an independent thinker and someone who is resourceful, energetic, and genuinely interested in being a part of our team.

Legal Duties:

- Drafting professional and accurate applications to be presented to US Embassies and United States Citizenship and Immigration Service on behalf of clients.
- Managing a caseload with differing and variable deadlines.
- Identifying legal and practical issues associated with each case and the appropriate action to be taken at each stage, bearing in mind proposed timelines.
- Correspond in a professional manner with a range of clients and be able to manage client expectations by discussing matters on the phone and via email.
- Manage the entirety of cases as well as 'ad hoc' duties for any given matter.
- Write legally accurate letters of advice summarizing complex legal principles in a clear manner.
- Create and update legal precedents for the firm including immigration questionnaires, general informative letters, and template support letters.

Job Requirements:

The successful applicant will possess the following skills and qualities:

- Completion of law degree from leading university.
- English mother tongue (native) a must.
- Strong autodidactic skills.

- Excellent verbal and written communication skills.
- The ability to relate and communicate to clients and people at all levels.
- Self-motivation and the ability to work independently to strict deadlines.
- Faultless spelling and grammar.
- The ability to effectively prioritize and administer tasks as well as a flexibility to do occasional work outside of office hours.
- A desire to take ownership of their case load and use initiative even while under pressure.
- An excellent understanding in all Microsoft office packages and office technology.

How to apply:

CV/Resumes can be sent to Eyal@si-visa.com