



GROSSMAN YOUNG & HAMMOND
TRANSCENDING BORDERS™

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Administrative Assistant for Top Notch Immigration/International Human Rights Law Firm (Bethesda, MD Office)

Seeking a part-time Administrative Assistant (30 hours per week) for a top-ranked immigration and international human rights law office – within walking distance of the Bethesda metro.

Our lawyers are nationally recognized for their expertise in immigration law and have received top rankings from the Washington Post, Washingtonian, The Legal Times, Best Lawyers and Chambers.

The ideal candidate is a team player and self-starter, who works well in a fast-paced, yet supportive environment, is detail-oriented, and is passionate about advocating for immigrant rights.

Responsibilities include:

- Prepare, send and track client representation agreements
- Create and organize files for new matters
- Prepare correspondence and case documents as requested by attorneys
- Assist in preparation of petitions and applications for filing, including assembly of exhibits
- Support the billing and bookkeeping process
- Scan and upload mail
- Act as Firm ambassador by answering phones, greeting clients, maintaining conference areas, liaising with potential clients, etc.
- Assist with daily firm operations, basic IT and housekeeping
- Organize firm events
- Order supplies

The ideal candidate will have a Bachelor's degree and a strong proficiency in Microsoft Office Suite programs. The candidate must have excellent organizational skills, strong writing ability, precise attention to detail, ability to multi-task, works well with others, has a can-do attitude, asks questions and is intellectually curious.

Spanish fluency required.

Grossman Young & Hammond, LLC offers a competitive salary, excellent benefits and ample opportunity for professional growth.

Interested candidates should send their resume and cover letter describing their interest and motivation to work in the field of business immigration to employment@grossmanyouth.com.

For more information on our firm, please visit our website at www.grossmanyouth.com.