

Seeking a full-time Legal Administrative Assistant in Santa Cruz, California

The Law Offices of Michael K. Mehr is growing and is need of an additional full-time Legal Administrative Assistant. We handle removal defense, family immigration matters and post-conviction relief. This is an excellent opportunity for a dedicated Administrative Assistant looking for a fast-paced practice in cutting-edge immigration law.

Qualifications

- Spanish-Bilingual Fluency required.
- Highly trained in office administration.
- Experience with QuickBooks preferred.
- Excellent customer service skills.

Salary commensurate with experience.

Dedicated, motivated, and passionate candidates only. Please email cover letter and resume to our Office Manager at:

ruth@mehrlaw.com

For further information about our office, please visit our website at www.mehrlaw.com.