



POSITION DESCRIPTION

POSITION TITLE:

Paralegal

LOCATION:

MALAYSIA

PHILIPPINES

VIETNAM

ASW COMPANY OVERVIEW

AS White Global (ASW) is an Australian owned company with offices in Sydney, Vietnam, the Philippines, and Malaysia. We are specialists in unified offshore staffing solutions and have been working in Southeast Asia for the past decade. Our ASW employees are part of our very special ASW family and culture, but also integrate into our client's brand and team – effectively you get two work families!

Working in our local ASW company culture means you will develop strong friendships and great support networks. You will be part of a positive and engaged environment, participate in team and company events, and have access to global training and development opportunities. In addition, you will get exposure working with our international clients and build on your existing skill sets.

CLIENT OVERVIEW

Our growing partner, a premier boutique immigration law firm located in New York City, is looking for another Paralegal to join the offshore team in Philippines, who will be handling immigration administration and case management support.

CLIENT POSITION DESCRIPTION

The role will be closely working with team members based onshore and in Manila. **The role requires someone who can work on-site in BGC, Taguig for a night shift schedule (US East Coast time).**

Key Responsibilities

- Assist lawyers and support staff on administrative tasks and documents needed by the firm.
- Draft English-language affidavits, legal correspondence, and legal arguments.
- Assigned to respond in emails and other forms of client communication as required.
- Tasked to maintain all confidential files of the clients and will handle large caseloads.
- Work on a wide variety of family-based and employment-based inbound US immigration law cases.

Skills, Qualifications & Experience

- **Must be a graduate of Law degree**
- Relevant experience in law industry is a plus.
- Proven experience and skills in writing.
- Excellent communication skills.
- Ability to multi-task, manage time sensitive documents and has exceptional organizational skills in a fast-paced environment.



POSITION DESCRIPTION

Other Desirable Skills

- Strong command in MS Office, Adobe Acrobat and INSZoom, or other immigration form software is preferred

ASW Offer

- We are experts in **offshoring** partnerships. This means that you will be a trusted member of the ASW family, and get access to our great benefits, plus you also get to work directly with *one of* clients.
- In our unique English-speaking environment, you can practice and enhance your English with peers and international client teams based in either Australia, UK, US or NZ.
- Get global access to Learning & Development programs.
- Great work-life balance.
- Competitive remuneration.
- Excellent medical benefits.
- Great Paid Leave entitlements.
- Company parties/events, future travel opportunities and other exciting activities.
- Ongoing career opportunities.