



POSITION DESCRIPTION

POSITION TITLE: Paralegal

ADVERT TITLE: Paralegal

LOCATION: MALAYSIA PHILIPPINES VIETNAM

ASW COMPANY OVERVIEW

ASW is creating the world's most talented international family through hiring and growing talent into long-term careers with Australian companies. ASW is a recruitment and talent specialist, that partners with Australian companies to help them build highly capable international teams. We enable Australian companies to meet their business goals by accessing and retaining premium talent in emerging markets and giving that talent the opportunity to grow, learn and develop. Together we embed international teams into respected Australian businesses, both functionally and culturally, to deliver enduring and transparent people solutions.

THE OPPORTUNITY

Our partner, a leading U.S. immigration law firm, specializes in comprehensive immigration services for clients in the U.S. and worldwide. The firm is dedicated to achieving positive client outcomes and is now hiring a dedicated Paralegal to support the growth of the business.

We seek a motivated Paralegal with exceptional writing skills, a teachable spirit, and a passion for helping clients navigate complex U.S. immigration needs. You will be trained and mentored in various aspects of U.S. immigration law and become a valuable team member to support your professional growth within our firm.

KEY RESPONSIBILITIES

- Draft and edit immigration applications as directed by the attorney.
- Conduct thorough legal research related to immigration law on an as-needed basis.
- Assist in the drafting and preparation of immigration forms and applications.
- Maintain accurate and organized case files.
- Communicate with clients, government agencies, and other parties as necessary.
- Provide administrative support to attorneys as required.
- Prepare client email "newsletter" blasts to inform clients of law firm news.



POSITION DESCRIPTION

SKILLS, EXPERIENCE & QUALIFICATION

- Bachelor's degree in paralegal studies, Legal Studies, or a related field. Law students are also welcome and encouraged to apply!
- Strong written and verbal communication skills with an emphasis on persuasive legal writing.
- Detail-oriented with excellent organizational and multitasking abilities.
- Proficiency in Microsoft Word, Excel, etc.
- An interest in U.S. immigration law and helping clients is preferred.
- Ability to work both independently and as part of a collaborative team.

ASW OFFERS

- A diverse, inclusive, and supportive company culture.
- Competitive remuneration.
- Opportunity to collaborate and work with global clients and stakeholders.
- Medical benefits.
- Great Paid Leave entitlements.
- Team outings, travel opportunities, company parties/events, and other exciting activities.
- Exposure to an international environment, working with people across Malaysia, Vietnam, the Philippines, and Australia.
- Industry and role-related training.
- Ongoing career opportunities.