

Colombia Jobs Expertini®

Legal Document Compilation Specialist

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Company: Blessinger Legal PLLC

Location: Colombia

Category: computer-and-mathematical

Blessinger Legal PLLC work tirelessly to ensure that every client receives top-notch legal support in immigration matters.

The Role

Come join a team of dedicated Immigration Document Compilation Specialists headquartered in the United States with remote team members from around the world!

Your responsibilities will include:

- Receive scanned documents and/or review client's SharePoint folder for the documents

- Sort the documents by category

- Create an index of the documents by category

- Compile the documents and relevant newspaper articles into a single PDF with Word index.

- Combine the Word index with the PDF document for submission to the appropriate agency.

Ideal Profile

- Experience working with Adobe Pro, Microsoft Word, and creating indices for immigration cases

Excellent attention to detail

You are positive, welcoming, and have a professional demeanor.

You care about the rights of immigrants in the United States.

You are able to follow directions and work within operational systems by following the training guidelines.

You have a working laptop or desktop computer and a reliable internet connection

Experience in US immigration is a plus!

What's on Offer?

Flexible working options

Great work culture

Opportunity to make a positive impact

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