



## **ADMINISTRATIVE ASSISTANT**

We are seeking an Administrative Assistant in our Bangor location to support our growing immigration practice. The Administrative Assistant will be an integral part of a team delivering legal services to clients of the Firm for the Employment Law practice group, particularly in immigration matters. In this capacity, the Administrative Assistant will be responsible for the support of others through the application of a variety of legal secretarial and administrative skills including word processing, file management, calendaring, docket control, scanning documents, and general technical support as may be required. This role will be responsible for managing the PERM (green card) recruitment process; tracking immigration approvals, document delivery confirmations, document expiration dates, and other deadlines; managing and tracking client documents regarding immigration status and professional qualifications; drafting immigration applications and other related documents; and setting up and maintain attorneys' seminar files. Accurate work product is a must. Additionally, the Administrative Assistant provides support to other employees in the Firm on an as-needed basis.

A high-school diploma or equivalent is required, and an advanced degree or formal education or certification in legal, paralegal, or related studies, is preferred. The ideal candidate will also have a high degree of accuracy and thoroughness in work product; excellent written, oral communication, proofreading and interpersonal skills; strong English language skills; skilled in the use of modern office equipment and computer technology; demonstrated ability to handle work efficiently and confidentially; ability to be productive in a fast-paced environment and to work under pressure; timeliness and ability to meet deadlines; temperament conducive to collaborative team work and work with employees at all levels; proficiency with Microsoft Office suite; experience with pdfDocs is a plus; and the ability to follow instructions and ask questions when instructions are unclear.

Competitive compensation and benefit package offered. Flexible Benefits Plan includes employee group health, life and LTD insurance, medical and dependent care reimbursement plans, health savings account, as well as long-term care insurance. In addition, the firm provides a generous 401k plan and leave policy.

Please submit résumé and professional references in confidence to:

Human Resources  
Eaton Peabody  
PO Box 1210  
Bangor, Maine 04402-1210  
or  
tbrown@eatonpeabody.com

No phone calls or walk-ins please  
Equal Opportunity Employer