

JOB TITLE: Immigration Case Analyst

ABOUT THE FIRM:

The immigration lawyers at Green and Spiegel LLP take a great deal of pride in helping Canadian businesses succeed by addressing their human resource needs and in helping families relocate to Canada. Providing efficient service with the utmost integrity, the firm reflects the diversity of the clients they serve and can provide services in approximately 30 languages.

KEY DUTIES AND RESPONSIBILITIES:

Processing and Support Functions

- Coordinating the Application process including evaluating Applications to identify category qualifications, researching the processes and requirements for different types of Applications
- Preparing submission packages for both basic and complex submissions and sending to various government agencies (e.g., Service Canada, Citizenship and Immigration Canada, etc.), and evaluating Applications.

Client Communication

- Providing assistance in the client in-take process and respond to both basic and complex client inquiries by e-mail and/or telephone to ensure that Applications are processed and any obstacles are anticipated and dealt with.

Office Administration

- Performing various administrative duties including, among other duties organizing and managing files including tracking dates, doing spreadsheets, photocopying/faxing submission packages.

WHAT THE FIRM HAS TO OFFER YOU:

- Tremendous learning experience
- Exposure to a fast-paced Immigration Firm!
- Diverse and interesting work with lots of autonomy
- Ability to interact with a broad range of clients and stakeholders from different groups
- Opportunity to learn and grow on a daily basis
- Working in the heart of downtown Toronto

SKILLS AND QUALIFICATIONS:

- Bachelor of Arts degree in English, History, or Humanities OR a Diploma or Certificate as a Paralegal, Law Clerk, or Legal Assistant is required
- Previous experience in immigration law is an asset
- Excellent writing abilities is a requirement
- Must be able to type 55 words per minute
- Strong attention to detail
- Excellent customer service skills
- Ability to work in a fast-paced, high-volume environment

To apply, please forward your cover letter and resume to hr@gands.com. **Please note, we conduct ongoing recruitment for possible future vacancies. Applications are kept on file for 6 months.**

Green and Spiegel LLP is committed to building a diverse workforce representative of the communities we serve. We are proud to be in compliance with the *Accessibility for Ontarians with Disabilities Act (AODA), 2005* and the *Integrated Accessibility Standards Regulation*. Accommodation will be provided in all parts of the recruitment and assessment (if applicable) process as required under Green and Spiegel LLP' Accessibility policies and procedures. Applicants must make their accommodation needs known upon requests for interviews.