



aiLegal Law (<https://www.ailegallaw.com/>) is a tech-enabled law practice building the future of legal practice.

We build software to help automate legal workflows, legal work products, and seamless collaboration in customers and legal professionals. We are organized like a modern business. We drive efficiency and transparency in our legal work through a technology and operation platform called aiLegal, which we cofounded with leading technology leaders who share our visions to fix the legal practice.

We serve immigrant community in the areas of immigration, corporate, and litigation.

We are hiring future team members who are:

- Tech savvy with proficiency in using Office 365, Adobe Reader, and SharePoint.
- Highly organized and detailed oriented.
- Capable to work well under pressure.
- Capable to understand the importance of case timelines and deadlines.
- Professional and courteous with positive attitude.
- Self-starters and quicker learners with impeccable ethics.
- Accountable to cases and tasks assigned.

Please send your resume and cover letter identifying the position applied in your subject line to hr@ailegallaw.com.

Business Operation Assistant – Location: Atlanta

Job Duties:

- Process daily incoming mails and outgoing mails
- Process daily authority receipts
- Update data entry in the firm's case management system
- Assist attorneys in clients' consultation check-in
- Maintain front desk area
- Handle entry-level cases if necessary under supervision and training
- Send and receive mail and other correspondence
- Follow the firm's compliance policies and procedure.
- Communicate with team diligently for internal inquiries.
- Share the firm's value, take ownership and accountability in delivering the highest quality of legal services to our clients.
- Attend the firm's scheduled meetings and trainings.

Requirements:

- Bachelor's degree in Business, Art, Science, or Engineering.
- At least one year of work experience in a professional office environment.
- Passion and interest in handling immigration legal work.

- Strong communication skills – on the phone, via email, and in person.
- Strong legal research and writing skills.
- Strong desire to advance and grow professionally within the firm.
- Fully committed to full-time availability.
- Decent typing speed (60+ wpm).
- 2nd language preferred but not required.
- Common requirements to all positions in the firm as above.

Pay and Benefits:

- Competitive base pay plus merits-based bonus.
- Paid holidays, vacation, and sick leave.
- Health insurance.