



RCS Hospitality Group
a new generation of hospitality management
6412 Brandon Ave. #339 Springfield, VA 22150
www.consultingRCS.com

Position Available:
H-2B PRACTICE ASSISTANT MANAGER
Framingham, MA

Pabian Law is a Massachusetts-based immigration law firm that specializes in representing companies, organizations, seasonal businesses, and those in the sports industry. Whether a client is hiring a new employee, sponsoring an employee for U.S. Lawful Permanent Residency, or has a visa or immigration need of any kind, Pabian Law is committed to providing a cutting-edge, client-centered approach that is results-driven and customer-service focused. Pabian Law's nationally-renowned H-2B seasonal business practice represents organizations headquartered coast to coast in diverse fields such as hospitality, private clubs, resorts, and ski areas. We focus on guiding our seasonal business clients in all immigration aspects of the seasonal business, from defining the period of seasonality through the consulate and embassy process.

POSITION DESCRIPTION:

Pabian Law's national H-2B seasonal visa practice is looking to add an H-2B Practice Assistant Manager to assist in the management of its thriving, nationally-renowned practice. This person, under the supervision and direction of the Practice Area Manager, will manager a team of Paralegals and Operations Staff in the successful process and completion of H-2B seasonal visa petitions. Daily tasks will be reviewing legal documents, reviewing client processes, client communications, and answering paralegals' and Operations team members' questions.

POSITION RESPONSIBILITIES:

- Manage a team of 4-8 Paralegals and Operations staff
- Supervise the preparation of cover letters, seasonality arguments, and other documentation for H-2B seasonal visa petitions.
- Coordinate with attorneys, Practice Areas Managers, other immigration paralegals, and the Operations team to ensure that work is completed prior to deadlines assigned by the manager.
- Closely monitor all internal and external deadlines within the practice area.
- Assist Practice Area Manager in managing the work flow and work product of Paralegals and Junior Paralegals as well as reviewing work product and providing edits and feedback to the Paralegals and Junior Paralegals.
- Act as liaison between the practice area and the Operations team, communicating with the team members with regards to work flow.
- Review supporting documents provided by clients and ensure that they contain the required information, make edits where necessary
- Correspond with clients regarding case status and non-legal questions involving their cases (ex: what additional documents are needed/case status/etc.).
- Maintain an overall knowledge of Pabian Law's protocols, best practices, and types of clients/cases.
- Identify and suggest process improvements on an ongoing basis.

CANDIDATE EDUCATIONAL AND EXPERIENCE QUALIFICATIONS:

- Bachelor's Degree is required
- Two (2) years of direct experience with H2-B visa petitions, either within an organization or in preparing petitions

SALARY RANGE:

Base salary between \$50,000 and \$70,000, depending upon experience, plus overtime. Benefits including an outstanding employer matched 401(k) plan; competitive insurance offerings including medical, dental and vision; paid vacation and sick time.

INSTRUCTIONS FOR APPLYING: Please send cover letter outlining your career progression choices, a resume, references, and salary requirements to: Brian Armstrong at brian@consultingRCS.com.