

INTERNATIONAL
LEGAL SOLUTIONS

Assistant /LPO Manager

- **Vacancy for:** 2
- **Posted on:** Nov. 4, 2018
- **Deadline:** Nov. 27, 2018, 11:55 p.m.

Basic Job Information

Job Category : Legal Services
Job Level : Senior Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Graduate (Masters)
Experience Required : More than or equal to 2 years

Other Specification

- Candidates with LLB/LLM degree with at least 1-year corporate legal experience in private practice or L.P.O firms are encouraged to apply
- Graduates of U.S. Universities in any subject (MBAs or Computer) are highly preferred, training will be provided
- Must have a very strong background in oral and written English
- Will also participate in various other litigation support activities

Note:

- ***This position is for night operation only***
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Job Description

Job duties include but not limited to legal research of U.S. laws using multiple software applications, preparing research memorandum, and completing various US immigration and labour forms

- Lead a team of legal research assistants and paralegals in conducting research into all cases being worked on by the law firm
- In collaboration with other team members, evaluate and then monitor settlement implementation
- When there is a cross-country implementation, monitor data from all involved counties and analyze it
- Monitor progress of all counties and report to lawyer
- Work with lawyers and paralegals to identify insufficiencies in data and resolve them
- Assist lawyers in assessing the impact of the settlements

Salary and perks will be commensurate with experience

Applying procedure:

Interested candidates are requested to mail their updated resume at supremelpo11@gmail.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/assistant-lpo-manager/>

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