

PR/086715 | Japanese-English Bilingual Paralegal (Legal Assistant)

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1609842

業種
法律事務所

雇用形態
正社員

勤務地
アメリカ合衆国

給与
経験考慮の上、応相談

更新日
2026年10月27日 15:00

応募必要条件

職務経験
1年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢レベル

日本語レベル
流暢レベル

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

COMPANY OVERVIEW
Our client of boutique law firm headquartered in Irvine, CA is seeking a Japanese-English Bilingual experienced legal assistant/Paralegal.

JOB SUMMARY

- This position will support attorneys in Personal Injury, Business law, Civil litigation, and Trust & Estate. Firm is in growth phase and role will also require some administrative duties in supporting attorneys who manage firm.

RESPONSIBILITIES

- Legal Translation

- Drafting Business letters in English and Japanese;
- Proficient in Microsoft Office;
- Conducting Intakes with Potential Clients;
- Communicating with clients, setting up calls, and meetings;
- Light administrative work for partner; and
- Familiar with Lexis and MyCase is a plus.

REQUIREMENTS

- Must be fluent in spoken and written Japanese as well as English.
- Firm is in a growth phase and needs a positive, team-player who can integrate with tight-knit firm.
- Work-life balance is a core firm value.
- Compensation commensurate with experience.

SALARY & Benefits

USD $25 - $40/hour (DOE)

OTHERS

Work location: Irvine, CA

*Will require a hybrid work schedule of at least 4 days in office per week.

#LI-JACUS #LI-US #countryUS

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明