

Argentina Jobs Expertini®

Legal Document Compilation Specialist

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Company: SnaPhunt

Location: Argentina

Category: other-general

The Offer

Flexible working options

Great work culture

Opportunity to make a positive impact

The Job

Your responsibilities will include:

Receive scanned documents and/or review client's SharePoint folder for the documents

Sort the documents by category

Create an index of the documents by category

Compile the documents and relevant newspaper articles into a single PDF with Word index.

Combine the Word index with the PDF document for submission to the appropriate agency.

The Profile

Experience working with Adobe Pro, Microsoft Word, and creating indices for immigration cases

Excellent attention to detail

You are positive, welcoming, and have a professional demeanor.

You care about the rights of immigrants in the United States.

You are able to follow directions and work within operational systems by following the training guidelines.

You have a working laptop or desktop computer and a reliable internet connection

Experience in US immigration is a plus!

The Employer

Our client work tirelessly to ensure that every client receives top-notch legal support in immigration matters.

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