



Pandev Law, LLC is a business and immigration law firm dedicated to providing exceptionally high quality representation. Our motto “Your journey to America starts here!” says it all.

Due to an increase in the work flow, **Pandev Law, LLC** seeks to expand its team and employ more responsible and capable persons for the position of **Legal Assistant**.

Key Responsibilities:

- Preparing a case from start to finish. This includes: organizing relevant documents, filling out necessary forms and letters, preparing supporting documents.
- Conducting written communication with clients.
- Writing articles for the blog in English.
- Translating articles for the blog from English to Bulgarian.

Key requirements:

- Bachelor’s Degree or higher (or enrollment in a Bachelor Program)
- Fluency in English (B2 level and higher)
- Good knowledge of another language is a plus
- Logical thinking and good general knowledge
- Attention to detail
- Good organizational and team-work skills
- Responsibility and ability for self-discipline
- Time-management skills
- Good computer skills
- Good social media knowledge

Benefits:

- Remote position
- Flexible working time
- Very good remuneration
- Career advancement opportunities

Should you meet the above requirements, please send your CV to the following email: maria@pandevlaw.com, or call us at +359 899 733 696. Each application will be considered in strict confidentiality.

We will contact only shortlisted candidates to schedule an interview.