Green Maple Law Group is a specialty law firm focusing on U.S. immigration. Our clients range from international students to families, from start-up entrepreneurs to serial inventors, from sole proprietorship to Fortune 500s. We are seeking the following candidate:

* Law Clerk
* Executive Assistant

Location: Irvine, CA 92618

Executive Assistant

Duties

* Support Attorney Chen with community outreach endeavors, bookings, calendaring, cataloging of events and attendees, and other community involvements;
* Support law firm marketing activities at trade shows, social media engagements, and other public-facing events;
* Liaison contacts of different organizations to help mobilize and call-to-attention events involving Attorney Chen and law firm

Requirements

* +2 years of personal assistant or executive assistant experience in corporate environment
* Fluent in Chinese and English
* MS Word; Outlook; Excel; Adobe Acrobat Writer; QuickBooks
* Unrestricted work authorization
* Unrestricted driving privilege

Compensation

* DOE