

**Bilingual Law Office Assistant (Must be Fluent in Mandarin Chinese and English) (Full-Time)**

A highly regarded Mercer Island, Washington immigration law firm with a nationwide practice is looking for a highly capable bilingual (Mandarin Chinese-English) Law Office Assistant. In addition to written and oral fluency in both Mandarin Chinese and English, must be well organized and able to pay strict attention to detail. Strong computer skills are a must (Word, Excel, Outlook, Internet, etc.). Excellent grammar, proofreading, and editing skills in both languages are essential. HTML and web experience are plusses, but not critical. Quickbooks experience is also helpful, but not required.

Must be legally authorized to work in the United States.

If interested in this position, please send cover letter and resume to:

Peng & Weber, PLLC  
3035 Island Crest Way, Suite 200  
Mercer Island, WA 98040

Please, no calls or emails. For more information go to <http://www.greencardlawyers.com>.