

IMMIGRATION SERVICES DEPARTMENT RECEPTIONIST JOB POSTING:

The Latin American Association's Immigration Services Department has an opening for a Receptionist position to provide customer service and clerical support to the Immigration Services Department staff and clients.

The Receptionist will serve as the initial contact between potential and existing clients and the Immigration Department. The Receptionist will screen potential clients for immigration services, schedule and manage appointments, prepare and maintain incoming and outgoing correspondence, maintain client files and perform other administrative and clerical duties as assigned.

Desirable candidates will possess previous clerical and administrative experience, excellent customer service skills and the ability to work in a fast-paced environment with extensive client contact. Attentive to detail and bilingual English/Spanish skills required.

Submit resume and cover letter to Jennifer Hamamoto, Managing Director of Immigration Services, at jhamamoto@thelaa.org.