

Corporate Immigration Legal Assistant

Recognized by *Best Lawyers in Canada*® and Lexpert for its immigration law services, Garson Immigration Law is a boutique firm located in Toronto. Led by David Garson, a certified specialist in Citizenship and Immigration Law, we are a team of dedicated professionals who work collaboratively to provide exceptional client service.

We are currently seeking a full-time Legal Assistant with significant experience in U.S. and Canadian corporate immigration. The ideal candidate will possess exceptional analytical and organizational skills, a genuine passion for the field, and a strong background in high-volume corporate caseloads.

Responsibilities

- Provide effective, timely, and practical support to clients and legal team members in a fast-paced environment.
- Prepare a wide range of immigration applications, with a primary focus on U.S. corporate filings and Canadian cross-border solutions.
- Effectively track key deadlines, application status, and permit expiries for a diverse corporate portfolio.
- Maintain proactive and professional client communications throughout the lifecycle of an application.
- Manage complex client files and documentation in an organized, efficient manner using digital practice management tools.

Qualifications

- A minimum of five years of experience in corporate immigration law.
- Strong proficiency in U.S. and Canadian immigration law and application processes is essential for this role.
- Significant experience in U.S. corporate immigration law is highly preferred, specifically regarding temporary work permits.
- Extensive experience preparing various work permit applications, such as Intra-Company Transfers/ L-1, CUSMA/TN, E Visas.
- Experience with Canadian permanent residence applications such as Express Entry, Provincial Nominee Programs and Family Sponsorships a plus
 - Exceptional written and verbal communication skills with a high degree of interpersonal professionalism.
 - Ability to prioritize competing demands and work effectively under pressure while maintaining meticulous attention to detail.
 - Advanced proficiency in Adobe Acrobat and Microsoft Office 365.
 - High-quality organization and file management skills.

Work Location

Hybrid (Toronto office and remote)

Garson Immigration Law offers competitive compensation and a collegial work environment that supports professional development. If you are the right fit for this opportunity, please send your resume and cover letter to David Garson at david@garsonil.com.

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.