



Siobhan Conlon Solicitors



#JOB-2360608



49/50 Coleraine Street, Dublin 7, D07 XW62



No of positions : 1



Paid Position



39 hours per week



39000.00 Euro Annually



14/10/2024



11/11/2024

How to apply

Application Method :

Not available



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Immigration Legal Executive

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

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provide support and assistance to the immigration solicitor

communicate with Vietnamese speaking clients to collect and collate client information and prepare immigration applications

drafting legal submissions, letters and other legal documents

conducting legal research

attend counsel at client meetings, tribunal hearings and at court sittings

file legal documents in the various court offices

participating in business development in the Vietnamese market, networking and profile raising activities

Candidate Requirements:

Fluent Vietnamese and English

Minimum Qualification: 2nd Class Honours Grade 1 LLB (Hons) Degree awarded by QQI or equivalent

Previous experience working in the legal sector is beneficial

A keen interest in immigration law and an awareness and concern for the difficulties faced by migrants

Excellent interpersonal and communication skills with an ability to work independently and as part of a small team.

Enthusiastic, motivated and 'can do' attitude.

Attention to detail, high adaptability and positive approach to challenges.

Excellent IT skills in Microsoft Word, Excel and Google Docs.

Cultural understanding of Vietnamese market desirable.

• **Sector:** professional, scientific and technical activities

Career Level

- Entry Level