



Law Offices of Sabrina Li

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## **POSITION**

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Administrative Assistant

## **ABOUT US**

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The Law Offices of Sabrina Li, P.C. was founded in 2012. We are headquartered in Alhambra, Los Angeles County, California, U.S.A. Our team of lawyers are well-versed in immigration law and have extensive experience handling complex cases, sometimes with crossover with family law, business law, and criminal law.

## **CONTACT US**

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Official Website: [www.xlilaw.com](http://www.xlilaw.com)

Headquarters: 801 S. Garfield Ave, Ste 338, Alhambra, CA 91801

Phone: (626) 800-4820

Email: [info@xlilaw.com](mailto:info@xlilaw.com)

WeChat: sabrinaliesq

Work Hours: Pacific Time, Monday to Friday, 9:30 A.M. - 6:30 P.M.

## **LANGUAGE QUALIFICATIONS**

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English and Mandarin fluency mandatory

(Cantonese and/or Spanish fluency preferred)

## **WORK LOCATION**

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Los Angeles Office

## **WORK HOUR**

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- Full Time: 9:30 A.M. to 6:30 P.M.
- Part Time: Negotiable

## **SALARY**

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- \$15- \$20/hour

## **JOB DESCRIPTION**

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- Screen and forward calls to relevant assistants or attorneys
- Schedule client appointments and handle intake
- Organize and manage company files
- Keep track of employee records

- Assist in reviewing and revising administrative rules and regulations, and perform daily administrative work
- Provide administrative support for attorneys, such as copying, faxing, scanning, and organizing documents
- Arrange various company meetings and activities for employees
- Perform daily office duties, such as purchasing and distributing office supplies

## **QUALIFICATION**

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- Bilingual: Chinese and English fluency mandatory (Cantonese or Spanish is preferred)
- Teamwork
- Reliable, positive attitude, willing to cooperate with others  
Administrative management experience is preferred

## **EMPLOYEE BENEFITS**

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- Can sponsor work visas for qualified employees
- Support OPT and internships, including off-campus internship opportunities for current students
- Statutory holidays

If you meet the conditions, please send your resume in both Chinese and English to [info@xlilaw.com](mailto:info@xlilaw.com), with the subject indicating your full name and the position you are applying for.