

Global Law Group

THE ORGANIZATION

Company: Global Law Group
Location: South Pasadena, CA (Los Angeles County)
Website: Globallawgroup.net
Type of Area: Legal

CANDIDATE DESCRIPTION

Looking for a highly organized, detail oriented professional with strong computer skills, MS office skills, and familiarity with computer equipment.

POSITION DESCRIPTION AND WAGES

Possible Start Dates: December 2011/ January 2012
Possible End Dates: December 2012/ January 2013
English Level Required:
Hours: 9:00 am to 6:00 pm with an hour break and two 10 minute breaks
Wage: Depends on Experience, we reimburse for public transportation or provide free parking

GET FAMILIARIZED

The intern/trainee opportunity in business administration will involve such duties as drafting reports and correspondence, scheduling, translation (if applicable), meeting high-level clients, project management, travel coordination, prioritization, and back up support.

The firm is looking for a candidate with good interpersonal skills, ability to troubleshoot, ability to deal with confidential information, ability to learn quickly, and problem-solving initiative.

HOUSING

Housing is arranged independently by the participants. CCI is able to provide housing leads if necessary

ARRIVAL INFO

Arrival to the Host Organization is coordinated by the participant.