

# Immigration Lawyers USA

## About Our Firm & What We're Looking For

Immigration Lawyers USA is an established immigration law firm based in Miami, Florida. We help immigrants and families navigate complex immigration matters with professionalism, empathy, and strong communication. Our clients often come to us during stressful and emotional situations, so professionalism, responsiveness, and client care are extremely important to our team.

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### What Our Team Values

<b>Professionalism</b>	Clear, respectful communication with clients and teammates.
<b>Reliability</b>	Dependable attendance, responsiveness, and follow-through.
<b>Attention to Detail</b>	Accurate work and careful task management.
<b>Empathy</b>	Making clients feel heard, supported, and respected.
<b>Growth Mindset</b>	Willingness to learn, improve, and take ownership.

### About the Role

The Client Services Intake Specialist is often the first point of contact for prospective clients seeking immigration help. This role involves communicating with leads and clients through phone calls, WhatsApp, video meetings, and CRM systems. The ideal candidate is warm, organized, professional, responsive, and able to remain calm under pressure.

### What Success Looks Like

Successful team members are dependable, communicative, organized, and proactive. They maintain professionalism during stressful situations and consistently follow internal procedures.

### Learn More About Us

Website:

YouTube:

Location: Miami, Florida

Thank you for your interest in Immigration Lawyers USA.