

Business Opportunities

01/30/2008 - Medical Transcription businesses in USA

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Looking to partner/ acquire Medical Transcription businesses in USA.

Job Opportunities

Title: Immigration Assistant

Organization: Indo-American Center

Posted: 1/17/2008

Description The Indo-American Center is a non-profit organization that provides several services to the immigrant community. We are seeking a highly motivated and computer-savvy individual with a commitment to non-profit work. The Immigration Assistant will be responsible for a variety of detail-oriented tasks, daily client interaction, and computer database management.

Duties:

- Becoming familiarized with immigration law, regulations, and requirements
- Solving complex or unique immigration issues and proper advising to clients
- Form-filling and processing of immigration applications (by hand and electronically)
- Respond to queries (phone & face-to-face) and client follow-up
- Maintain discretion with regard to each client
- Assist with outreach and recruiting volunteers
- Database entry and management

Qualifications:

- At least 1 year work experience in an office setting or community-based organization
- Excellent computer skills (Word, Excel, Outlook, Adobe)
- Bilingual in a South Asian language (Hindi or Urdu or Gujarati or Malayalam, etc.)
- Culturally competent and experienced in interacting with diverse cultures
- First-rate client interaction skills
- Committed to help the immigrant community
- Ability to work independently and show initiative
- Willing and able to travel regularly to our suburban satellite office
- Willing to attend occasional out-of-state and local trainings
- Background in immigration, public service, law, social sciences, etc. preferred
- Familiarity with the South Asian community in the Chicagoland area
- Some college required, bachelor's degree preferred

Please email cover letter and resume to hmahdi@indoamerican.org

Or mail to:

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