

(WORLD NEWS) One of Tesla's many ads to help hire foreigners using taxpayer \$\$:

Tue, 17 Jul 2012 17:00:00, newstips66, [post_tag: 60-minutes-investigation, post_tag: barack-obama, post_tag: boycott-tesla, post_tag: corruption, post_tag: dept-of-energy, post_tag: diane-feinstein, post_tag: dianne-feinstein, post_tag: doe-corruption, category: elon-musk, post_tag: iron-man, post_tag: john-doerr, post_tag: kleiner, post_tag: outsourcing, post_tag: steve-westly, post_tag: steven-chu, post_tag: tesla, post_tag: tesla-motors, post_tag: wall-street-journal-investigation, post_tag: washington-corruption, category: worldnews]

Posted On LinkedIn:

Senior Immigration Paralegal - Tesla Motors- Palo Alto, California (San Francisco Bay Area)

Job Description

Brief Description

The Senior Immigration Paralegal would be Tesla's first in-house immigration legal resource and would therefore be responsible for helping Tesla to build-out its immigration law support program. This position manages, oversees and directly assists in handling a large portion of immigration matters in-house, specifically employment-based, nonimmigrant visa applications and permanent residency applications. This position is also responsible for compiling and maintaining various status reports and records relative to immigration related expenses.

Responsibilities:

- Start to finish preparation of employment-based immigration petitions with minimal assistance and supervision from outside immigration counsel, including: •J-1 visas;
- H-1B visas;
- I-140 visas; and
- Various other visas.

- Regularly provide instruction and advice to Tesla employees and foreign nationals on immigration practices and procedures.
- Assist with any problems that may arise relative to a foreign national's immigration status.
- Assist in the preparation of a monthly status report by tracking immigration costs, volume of immigration files and location of immigration files.
- Create and regularly maintain the legal department's customized software report to track ongoing immigration matters at all Tesla entities with immigration needs.
- Work with Human Resources to ensure immigration files remain in compliance with state and federal government agency regulations.
- Ensure employee and employer compliance with Tesla's new immigration policy and procedures.
- Directly handle the recruitment steps necessary to sponsor a foreign national employee for permanent residency.
- Assist with U.S. national's work-related emigration to foreign countries.

Desired Skills & Experience

Qualifications/Requirements:

- Strong, in-depth knowledge of immigration law, including experience with each visa type mentioned above.
- 8-10 years of Immigration Paralegal experience preferred.
- Bachelor's degree preferred with a strong academic background.
- Strong legal writing and drafting skills.
- Accuracy and attention to detail is a must.
- Experienced professional with great relationship skills, team player, self starter, independent thinker, and has the ability to anticipate the next steps and future issues.
- Ability to work well in a diverse and fast-paced environment with a large and diverse group of people, including Human Resources, Global Mobility, Tesla recruiting, Tesla hiring managers, candidates from countries throughout the world as well as their families.

Additional Information

Posted:August 9, 2011Type: Full-time Experience: Mid-Senior level Functions: Legal Industries: Automotive Job ID:1845406