

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/virtual-legal-assistant-remote-us-process-legal-drafts-and-documents/>

## HIRING ORGANIZATION

Infomatic Solutions

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

? Remote work from: India

## DATE POSTED

? April 6, 2026

## VIRTUAL LEGAL ASSISTANT (REMOTE) – US PROCESS, LEGAL DRAFTS AND DOCUMENTS

### DESCRIPTION

**Job Role:** Virtual Legal Assistant

**Company:** Infomatic Solutions

**Qualification:** Law Graduate / Relevant Legal Background Preferred

**Experience:** Experience in Legal Drafting & US Arbitration Preferred

**Work Mode:** Work From Home

**Job Type:** Full Time

**Shift Timing:** US Night Shift (8:30 PM – 5:30 AM IST)

#### Contact Details:

**Email:** [hiring@infomaticsolutions.com](mailto:hiring@infomaticsolutions.com)

#### About the Role

This is a remote legal support role for candidates with experience in legal drafting and international arbitration. You will assist in legal documentation, coordination, and administrative tasks related to US legal processes.

#### Key Responsibilities

- Prepare and review legal drafts and documents
- Support arbitration-related work (US process)
- Handle legal documentation and records
- Coordinate with teams and manage communication
- Provide administrative support for legal tasks

#### Requirements

- Background in Law or related field
- Experience in legal drafting
- Knowledge of US arbitration (preferred)
- Good communication and documentation skills
- Ability to work in night shift

### **Why Apply**

- Work from home opportunity
- Exposure to international legal work
- Stable full-time role
- Skill development in legal processes

### **How to Apply**

Send your CV via email to apply.

**Email:** [hiring@infomaticsolutions.com](mailto:hiring@infomaticsolutions.com)