



QUESTIONS? CALL US
(813) 737-7025

LEGAL STAFFING & MANAGED WORKFORCE SOLUTIONS

The most qualified paralegal you will ever hire has a law degree.

We place professionals with full law degrees, educated in the same common-law tradition your attorneys trained in, with US firms. They work your firm's business hours, under your attorneys' supervision, and the all-in cost is a fraction of a comparable US hire. We carry the office, hardware, IT, HR and payroll behind them.

PRESENTED BY

Power Admin AI, a Power Admin Solutions company

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Executive Summary

Lawyer-grade education. A supervised support role. A fraction of the cost.

We place professionals with full law degrees, educated in the same common-law tradition your attorneys trained in, with US firms. Under your attorneys' supervision they do everything you wish you could hand to an associate: research, drafting, case prep, client follow-up. They work your firm's business hours. And the all-in cost is a fraction of a comparable US hire, because we carry the office, hardware, IT, HR and payroll behind them.

We do more than recruit. We build the brief with you, source and vet candidates against it, and present only those who clear every stage of our screening. You interview. You decide. From the moment you say yes, Power Admin carries the operational weight: office, hardware, IT, HR, payroll and day-to-day workforce administration all sit with us.

The result is a dedicated legal support team that answers to your firm professionally, while the employment infrastructure behind it is somebody else's problem.

Power Admin already runs front-office AI and back-office automation for US law firms. Legal staffing is the human layer of the same idea: your attorneys focus on the legal work, and everything surrounding it runs as a managed service.

What this means in practice

- ✓ You define the role and make the final hire. Nothing is imposed on you.
- ✓ You direct the legal work. Your people, your standards, your supervision.
- ✓ You do not open an office, buy equipment, run payroll, or manage HR abroad.

The Talent

Educated like a lawyer. Deployed like your best paralegal.

Think of the role this way: everything a US-barred attorney can do, done under a US-barred attorney's supervision. Research memos, drafting, case prep, document review, client follow-up. The judgment calls and the signature stay with your attorneys. The hours of skilled work underneath them do not have to.

The people we place are not general administrative staff given a legal job title. They are law graduates and practising legal professionals, and a large proportion of them earned their degrees at UK universities.

That matters for a US firm. A UK legal education is grounded in the same common-law tradition as the American system: case law, precedent, statutory interpretation, adversarial procedure. The vocabulary and reasoning transfer. A paralegal trained this way reads a judgment, follows a chain of authority, and drafts to a structure your attorneys recognize, rather than needing the fundamentals explained first.

Communication that holds up in front of clients

English is a working language, not a second one. Candidates are assessed on written correspondence, legal terminology, comprehension and spoken fluency before they reach your shortlist, because a legal professional who cannot write a clean email or take a client call is of limited use however good the research.

Why this profile works for US firms

- ✓ **Common-law grounding:** precedent, statutory interpretation and adversarial procedure are already familiar.
- ✓ **Drafting discipline:** memos, briefs and case summaries built to a structure your attorneys can use immediately.
- ✓ **Language:** professional English tested at interview stage, not assumed from a resume.
- ✓ **Supervision:** the judgment calls and the signature stay with your attorneys.

Your hours, not a midnight handoff

Working schedules are aligned to your firm's business day, so your team and theirs are online together: same questions, same answers, same afternoon. And when it suits you, the time difference works the other way too: work assigned at the end of your day is on your desk the next morning.

Roles and Practice Areas

We recruit against your brief. The position, practice area, qualification level, experience, technical skills, working hours, responsibilities and compensation range are all defined by you before sourcing begins.

Roles we recruit for

Lawyers and legal counsel, where applicable	Paralegals and senior paralegals
Legal researchers	Legal assistants
Contract specialists	Negotiators
Documentation specialists	Case support professionals
Compliance support personnel	Intake and case-intake support

Practice areas

Immigration	Litigation support
Criminal	Corporate and financial
Civil	Family

Employment	Real estate
Contract management	Negotiation and settlement
Legal research	Compliance
Other specialized areas on request	

Work is performed under your firm's supervision and professional responsibility, in line with the licensing rules of your jurisdiction. Placed personnel support your attorneys; they do not practice US law independently.

How We Select

Nine stages before a resume ever reaches you.

We do not forward applications. Every candidate is put through a structured screening and due-diligence process, and only those who clear it are presented. Verification is carried out in line with applicable privacy, employment and data-protection law.

01	Profile screening	Resume, qualifications, experience and overall fit against your brief.
02	Academic credentials	Verification of law degrees and qualifications, including UK university records.
03	Identity & documentation	Government ID, residency and right-to-work documentation.
04	Professional background	Employment history, references and prior legal experience.
05	Technical assessment	Role-specific legal drafting, research and analysis testing.
06	Communication assessment	Written and spoken English, legal terminology and client-facing manner.
07	Background screening	Criminal and background checks where legally permissible.
08	Panel interview	A structured interview covering competence, judgement and conduct.
09	Shortlist	Only candidates who clear every stage reach your desk.

You Interview. You Decide.

Power Admin coordinates the entire interview process: scheduling, candidate communication, hosting, availability, follow-up and feedback. Your time is spent assessing people rather than arranging meetings. The hiring decision remains entirely yours.

Once you have chosen

We take the selected candidate from offer to productive team member: employment contracts and documentation, NDAs and confidentiality undertakings, policy acknowledgements, payroll setup, workstation and hardware allocation, IT provisioning, and any onboarding steps specific to your firm.

The Managed Platform

One partner for the workplace, the technology and the employment.

Everything required to keep your offshore team working sits with Power Admin. You are not registering an entity, signing a lease, or learning local employment law.

Workplace

- Dedicated desk space in a professional office environment
- Laptop or desktop, monitor and peripherals
- High-speed internet with power backup
- Office facilities and local administrative support

Technology and IT

- Workstation build, software installation and configuration
- Network, connectivity and hardware troubleshooting
- Local first-line support, with escalation to your IT team for client systems
- Access to your firm's systems, credentials and permissions remains governed by your own security policies

HR and payroll

- Employment records, attendance, leave and policy administration
- Monthly payroll processing, salary calculation and disbursement
- Employee relations, grievances, performance coordination and disciplinary administration
- Offboarding and replacement support

Where an issue affects your operations directly, we raise it with your designated contact rather than resolving it silently.

Who Does What

The division of responsibility is deliberately simple: you own the legal work and the hiring decision, we own everything that surrounds it.

Function	Power Admin	Your Firm
Role definition	-	Define the brief
Sourcing & screening	Full ownership	-
Credential & background checks	Full ownership	-
Skills & English assessment	Full ownership	-
Shortlisting	Full ownership	-
Interviews	Coordinate & host	Conduct
Final selection	-	Decide
Contracts & onboarding	Administer	Approve terms
Office & hardware	Provide	-
IT support	Provide locally	Client systems & access
HR administration	Provide	Set role expectations
Payroll	Process & disburse	Fund agreed costs
Day-to-day legal direction	-	Direct
Performance evaluation	Coordinate	Assess
Employee relations	Manage	Escalate where needed

Scaling

Start with one. Add when it works.

There is no minimum team to justify the model. Firms typically begin with one or two professionals, confirm the quality, and expand from there. Additional headcount, replacement hires, new practice areas or an entirely new function, each without further infrastructure on your side.

Confidentiality and Data Security

Legal work carries confidentiality obligations that do not weaken because part of the team sits elsewhere. Every placed employee signs confidentiality and non-disclosure undertakings that survive the end of their employment. Access to workplace resources and to your systems is controlled and client-authorized, employee and client documentation is handled securely, and applicable privacy and data-protection requirements are observed throughout.

Firm-specific security requirements (access protocols, device policies, data handling rules) can be written into the service arrangement and built into onboarding.

Commercial Terms

Here is what a law-degree professional on your team actually costs.

Two numbers, priced separately and deliberately: our service fee, and the professional's salary.

Monthly cost per professional	Amount
Service fee Recruitment, screening, office, hardware, IT, HR, payroll and ongoing management. No setup or placement charges.	USD 2,200
Professional's salary Agreed between your firm and the candidate	Pass-through
Our markup on that salary No share, no commission, ever	USD 0

The salary

The resource's salary is agreed between your firm and the candidate. Power Admin supports that conversation with local market benchmarking and handles the negotiation on your behalf, so you are pricing against real market data rather than guesswork. The salary is funded by your firm and passed through in full. We take no share, no commission and no markup on it. Our only revenue from the engagement is the service fee.

This matters because most offshore staffing is priced the other way: one blended rate covering the person's pay and the provider's cut, in whatever split the provider likes. Priced that way, a firm can never tell what the professional is actually paid. Priced our way, you always can.

Volume and program pricing

Multi-resource discounts are available for firms engaging more than one professional. Preferred pricing is also available for firms that pair legal staffing with other Power Admin services, including our Voice AI receptionist and intake agents and our Chief of Staff AI agent. Your account manager can price the combination that fits your firm.

Payment

Item	Terms
Service fee	USD 2,200 per person, per month
Advance payment	One month's service fee, payable when a candidate is requested
Credit on hire	That advance is credited against the first month of the billing cycle
Resource salary	Agreed with the candidate, funded by your firm, paid in full with no markup
Included at no extra cost	Recruitment, vetting, office, hardware, IT, HR, payroll and administration

Pricing shown as of August 2026 and subject to change. Please confirm current pricing with your Power Admin representative before engagement.

Terms of the Contract

The engagement runs on a defined term so that both your firm and the professional have certainty. Employment itself is contracted locally in Pakistan through our in-country operations center and governed by Pakistani labour law.

Term	Detail
Minimum engagement	Three months, served as a probation period
Renewal	Six-month terms following successful completion of probation
Employment contract	Issued locally in Pakistan; Pakistan labour law applies
Firm policies	Your firm sets its own increment, bonus, holiday and sick-leave policies
Existing policy documents	Where your firm already has policies, we incorporate them into the local contract
Holidays	Agreed at the start of each year, or on whatever cycle your firm prefers
Offboarding or termination	One month's written notice, recorded in the contract

On firm policies

If your firm already runs an employee handbook (increments, bonus structure, leave entitlement, working hours), send it to us and we will build the local employment contract around it, so your offshore team operates on the same terms as the rest of your people. Where a policy does not exist, Pakistan labour law provides the baseline, and we will flag anything that needs a decision from you.

Responsibilities and Liability

The division of legal and employment responsibility follows the division of work set out earlier in this overview.

Area	Responsibility
Local employment	Power Admin contracts, employs and administers the resource in Pakistan through its in-country operations center, and is responsible for compliance with Pakistani labour law
Payroll and statutory obligations	Power Admin processes payroll and local statutory requirements; your firm funds the agreed costs
Workplace, equipment and IT	Power Admin provides, maintains and insures the workplace and equipment it supplies
Legal work product	Your firm directs, supervises and remains professionally responsible for all legal work produced
Licensing and professional conduct	Your firm is responsible for compliance with the bar and licensing rules of its own jurisdiction
Confidentiality	Every placed employee is bound by confidentiality and non-disclosure undertakings that survive employment; Power Admin enforces them
System access and client data	Your firm controls what systems and data are made accessible; Power Admin applies your security requirements locally

This document is a service overview and summarises the intended terms only. It is not a contract and does not constitute legal advice. Definitive rights, obligations and limitations of liability, including any agreed liability cap, will be set out in the executed services agreement between Power Admin Solutions and your firm, and each party should take its own legal advice before signing.

Next Steps

The fastest way to test this model is a single role.

1. A short call to define the position, practice area and experience level you need. Call **(813) 737-7025** to get it scheduled.
2. We source and screen against that brief and return a shortlist.
3. You interview, select, and we handle everything from contract to first working day.



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