

Boost Legal Support

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Wills and Estates Legal Assistant

Description

We are currently hiring for a legal assistant with a background in Wills and Estates Law. This law firm is a very well respected large firm. They offer plenty of training to any employees that need it and offer competitive salaries. The successful candidate will have 2 - 5 years of Wills and Estates legal assistant experience.

Responsibilities

1. Provide comprehensive administrative support to lawyers in the Wills and Estates practice area, including drafting, proofreading, and editing legal documents such as wills, trusts, powers of attorney, and estate planning forms.
2. Assist with client intake and communication, including scheduling appointments, answering phone calls, and responding to inquiries.
3. Maintain organized and up-to-date client files, both electronically and in hard copy, ensuring accuracy and confidentiality.
4. Coordinate and manage calendars, meetings, and deadlines for lawyers.
5. Prepare and file legal documents with probate courts and other relevant authorities.
6. Assist with estate administration tasks, such as asset inventory, beneficiary notification, and distribution coordination.
7. Conduct legal research on estate planning and probate matters as needed.
8. Liaise with clients, financial institutions, and other parties involved in estate matters with professionalism and empathy.
9. Support lawyers in preparing for client meetings, hearings, and court proceedings.
10. Perform other administrative and clerical duties as assigned.

Qualifications

1. Legal Assistant Diploma or equivalent combination of education and experience.
2. Previous experience working as a legal assistant or in a similar role, preferably in a Wills and Estates practice area.
3. Knowledge of estate planning concepts, probate procedures, and trust administration.
4. Strong organizational skills with the ability to prioritize tasks and manage multiple deadlines effectively.
5. Excellent communication skills, both verbal and written, with a keen attention to detail.
6. Proficiency in Microsoft Office Suite and legal software applications.
7. Ability to maintain confidentiality and handle sensitive information with discretion.
8. Team player with a positive attitude and willingness to learn.

Hiring organization

Boost Legal Support

Employment Type

Full-time

Job Location

Calgary, Alberta

Date posted

March 19, 2024