
Paralegal/Legal Assistant –Estates Administration

Responsibilities & Knowledge:

- Drafting, editing and proofreading routine correspondence, letters and other related documents
- Transcribing and maintaining files and diarizing on a daily basis
- Liaising with clients as required
- Maintaining and organizing client contacts, files and various calendars
- Prioritizing workflow to ensure completion of accurate work within established timelines
- Managing administrative tasks, including time entry, billings, scheduling of appointments and coordinating meetings etc.
- Any other related duties, as required.

Qualifications:

- 2+ years of experience as a Paralegal/legal Assistant
- Legal experience in Estate Planning & Estate Admin
- Knowledge of Supreme Court Civil Rules, as well as Wills, Estates & Succession Act
- Experience with digital filing and document management
- Must have strong client service skills
- Excellent word processing and proofreading skills
- Must be highly organized, detail-oriented and you have ability to multi-task & prioritize
- Ability to work independently and as part of a team

We offer employees a positive working environment and encourage a balanced lifestyle. In addition to a competitive salary and vacation entitlement, we have a benefits program which includes paid personal days, wellness initiatives, health & dental benefits, group RRSP and TFSA plan with matching contribution, a social committee with firm sponsored social events, and professional development assistance.
