



Who we are:

Campbell Froh May & Rice LLP (www.cfmlaw.com) is an established law firm located a few blocks from the Lansdowne skytrain station in Richmond, BC. Our core areas of expertise include business law, commercial and residential real estate, civil litigation, estates and estate planning.

We have an opportunity for a paralegal to join our busy estates practice group. If you have previous experience in this area and are wishing to advance your career, this may be the ideal position for you.

Estates Paralegal Position

In this role you will be responsible for:

- Handling estate files from inception to close including:
 - Drafting and filing applications for probate and administration
 - Dealing with banks, investment advisors, accountants and other third parties connected with the estate
 - Drafting correspondence
 - Considering legal issues
 - Undertaking estate accounting and distributions
 - Working closely with the responsible lawyer
- Handling Trust files from inception to close including:
 - Administration of Trusts
 - Communicating with beneficiaries
 - Attending to payments
 - Coordinating taxes

Required qualifications, experience and attributes/skills:

- Completion of a post-secondary paralegal course and experience with PC Law software is an asset
- At least one year prior experience in a law firm dealing with estates
- Strong organizational skills and attention to detail
- Superior written and oral communication skills
- An interest in completing TEP designation would be an asset

What you can expect:

- We offer a collegial, flexible, work environment with a focus on work-life balance
- Competitive compensation commensurate with experience
- Full benefits package
- RRSP matching program
- Generous vacation time with additional paid personal days
- Emphasis on professional growth including paid continuing legal education and in-house mentoring

How to apply:

Please send your resume and cover letter to recruitment@cfmlaw.com.

We thank all applicants for their interest in Campbell Froh May & Rice; however, only those selected for further consideration will be contacted.