

Job description

At Amin Law, we are a Team committed to model wisdom in the provision of legal services to the next generation of clients. Our **Mission's 3 Pillars** are:

- **EXCELLENCE:** to represent the client in accordance with the highest standards of professionalism, competence, and advocacy.
- **WISDOM:** to honestly assess our client's legal options in a wholistic manner – advising legal strategies in light of the full spectrum of personal interests.
- **IMPACT:** to reach through the circumstantial details of the legal process to touch – even transform – all persons involved and achieve maximum benefits.

We are looking for a Senior Estate Administrator to join our team on a full-time basis

Duties will include

- Receive and respond to - or redirect - telephone calls from clients and law offices;
- Open, organize and manage client files;
- Provide quotes to potential clients;
- Manage legal documentation and correspondence in strict confidence
- Maintain office emails;
- Implement and improve upon administrative processes for more efficient workflow

Qualifications:

- 15+ years of experience or Certificate in Estate and Trust Administration (CETA) or equivalent designation;
- Able to thrive in a high-capacity delegation role;
- Proficient in Estate Accounting;
- Capable in High Net Worth and Complex Estates;
- Detail Oriented, Organized, and Customer Focused;
- Familiarity with Estate Litigation;
- Able to Lead & Train with Kindness.
- Excellent phone etiquette and ability to establish rapport with diverse clientele is a must;
- Strong customer service and office administrative skills;
- Excellent interpersonal and communication skills;
- Experience in real estate, wills and estates, criminal, and corporate law preferred;
- Experience using Clio is an asset;
- Experience using Estateably, and E-State Planner are assets;
- Willingness to learn and ability to adapt quickly;

- Attention to detail and knowledge of office procedures;
- Strong written and oral communication skills;
- Ability to work independently and in a team environment;
- Manage legal documentation and correspondence in strict confidence;
- Knowledge of Microsoft Office, including Word, Outlook and Excel spreadsheet;
- Ability to learn new software programs quickly;
- Strong organizational skills and attention to detail are a must;
- Previous legal office experience is an asset;

Compensation will be based on experience.

To apply, please send a cover letter along with your resume to management@davidaminlaw.com. While we appreciate all applications, only those qualified will be contacted for an interview.

Job Type: Full-time

Pay: From \$60,000.00 per year

Benefits:

- Dental care
- Extended health care

Experience:

- Wills, trusts & estate law: 8 years (preferred)

Work Location: In person